HELP DESK READINESS

Department of Education Federal Student Aid

COD/Common Origination and Disbursement

Creation Date: April 24, 2002

Last Updated: May 20, 2002

Location: F:\Phase IV\Production Support\COD Help Desk Procedures

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Contacts

1.0 COD Contacts

Name	Contact Number	Organization	Email
Ethan Huber	716-284-3110	AFSA	Ehuber@afsa.com
Darryl Williams		TSYS	Dwilliams@tsys.com
Kathy Wicks	202-377-3110	FSA	Kathleen.wicks@ed.gov
TSYS Help Desk	706-644-3333	TSYS	Chelpdesk@tsys.com
John F. Holroyd	613-762-8969	COD	John.f.holroyd@accenture.com

1.1 FMS Contacts

Name	Contact Number	Organization	Email
Tamara Gordon	202-962-0693	FMS	tamara.gordon@ed.gov
Praful Patel		FMS	Prafulchandra.patel@ed.gov
FMS Help Desk	202-377-3023	FMS	
Shirley Singleton	202-377-3491	FMS - Production	shirley.singleton@ed.gov

1.2 EAI BUS Contact

Name	Contact Number	Organization	Email
Lauren Brett	202-962-0733	EAI	Lgbrett@rsgltd.com
COD Support		TSYS	Codsupport@afsa.com

1.3 GAPS Contact

Name	Contact Number	Organization	Email
GAPS Hotline	888-336-8930	GAPS	
Tremayne Cobb	202-962-0693	GAPS	Tremayne.cobb@ed.gov

COD Production Procedures

Frequency of Transactions

There are three (3) interfaces associated with the implementation of COD: Vendor Interface, Financial/Nonfinancial Interface, and Response Files. COD transactions encompass all PELL and Direct Loan Origination events beginning with the 2002-2003 award year.

Initial Setup:

1. Vendor Information – COD will provide the initial vendor setup in a text, pipe delimited text file which loads the Grantee DUNS #, the Common School ID, and the Award Sequence Numbers on April 26th and May 16th for Direct Loan and Pell respectively. This will be a one time occurrence. All updates or new institution data post production will be sent to FMS via the vendor interface.

2. On April 29th, FMS will be receiving the initial funding for the DL. There will be approximately 2000 transactions sent to set up this funding. This will include 2000 FL transactions which will be translated to CC transactions in GAPS.

3. On May 16th, FMS will receive approximately 5000 transactions for Pell Initial Funding. This will include approximately 5000 FL transactions, which will be translated to OB transactions in GAPS.

Production:

1. Vendor Interface – In production, COD will send approximately 100 transactions per month through the Vendor Interface. This will update the Award Numbers, contact information and Common School Ids in the Vendor Tables.

2. Financial/NonFinancial Interface – COD will send a bulk of the information through the financial interface. During peak time, which occurs beteen June 1st and September 30th, there is a potential to received up to 7,000 transactions per day*. These transactions will be sent multiple times throughout the day at approximately 7am, 9am, 11am, 1pm and 6pm.**

3. Response Interface - The response interface is a mechanism to report to both COD and FMS which transactions Processed or Failed and a potential reason for this failure. Essentially, whenever a transaction passes the initial edits in FMS the flag on the table is change to P. If the transaction fails, the flag is set to F. Once the transactions are processed in FMS, the Responses are sent back to COD via the EAI Bus.

**These figures are based on estimates of data during non Peak times. The method for calculating this was to take 4 months, determine the average amount of transactions sent per month/per day and add 30% to that volume.*

*** COD defines this schedule. The schedule may change based CODs business requirements and architecture.*

Error Handling Process

ERRORS BETWEEN COD AND FMS

1. COD will process Common Records and send (disbursement, disbursement related, obligation, payment and non financial transactions) to the EAI Bus.

2. The EAI will send the transactions to FMS' Transition Table (the information is placed in this table before it is imported to the Open Interface Tables)

3. FMS will sweep the Transition Table periodically throughout the day (approximately every 2 hours).

4. FMS will attempt to load the Open Interface Tables with the data from the Transition Tables.

5. All transactions that are processed and loaded into the open interface table will be flagged with a "P" for Pass. These transactions will be captured on the Response File, which goes back to COD.

6. **Error 1**: All transactions that cannot be processed into the Open Interface table will be flagged with an "F" for Failed. These transactions will be captured on the Response file, which goes back to COD.

7. COD and FMS Operations (Shirley Singleton's Group) will investigate the issue to determine where the origin of the error resides (COD or FMS).
   - Contact FMS Production Technical Support to ascertain whether the issue was an FMS issue.
   - Contact member of the EAI BUS to determine whether there was a translation issue on the BUS.
   - Contact member of COD to determine what the issue was and the appropriate solution.

8. If the origin of the problem was in COD, COD will fix the problem and send a new transaction (the transaction ID must be different).

9. If the problem lies with FMS, FSA CFO is responsible for monitoring, managing the issue and determining the appropriate resolution. This may require the assistance of the FMS Help Desk.

ERRORS BETWEEN FMS AND GAPS

1. **Error 2:** If there is an error between FMS and GAPS, GAPS will send an ER transaction indicating the specific transaction, the error type and the error code. This will be passed to COD Operations.
2. COD (ie Pell and DLO) and FMS Operations (Shirley Singleton's Group) will investigate the issue to determine the origin of the error .
3. If the problem occurred within COD, COD will fix the problem and send a new transaction (ie different transaction id)
4. If the problem lies between FMS and GAPS, FMS Operations and GAPS will determine what the issue an appropriate resolution.
5. If the solution involves a change to a transaction in COD, it will be communicated to COD and COD will send a new transaction.
6. If there is no issue with the transaction, then COD will need to research the problem with the school and update GAPS via GAPS online.
7. If there is a problem with the file after being processed at FMS, call the GAPS Hotline.

Level 1 and Level 2 Errors

Level 1 errors are considered physical data errors or transmission errors. That is, data is formatted incorrectly, incorrect data type, data is not provided in required fields, partial transactions sent etc. These errors should not occur as the BUS will provide guaranteed delivery. That is, any transactions submitted with any of the aforementioned attributes will not make it through the BUS to FMS.

Level 2 errors are considered more functional/processing/vendor issues/logical errors (ie. incorrect Grantee DUNS #, incorrect award year, lack of accounting, funds checking fails etc). These are the issues that will be investigated by the Operations teams of COD and FMS.

Reprocessing Files

1. If there is an issue with a transaction from COD to FMS. The transaction will not be processed into FMS. A response file will go to COD indicating what transactions failed. Those transactions will be resent by COD as **new** transactions.

2. If there is a problem with transactions that process from GAPS to FMS to the EAI Bus and COD cannot receive the transactions, the EAI BUS will inform us of the errors after they have updated the flag which indicates that the BUS could not deliver the transactions to COD. An FMS DBA may need to update the CODX TRANS_OUT table as the transaction processed successfully in FMS. (*This should not happen as this would indicate an issue between the COD and FMS interfaces which would result in an emergency CR).*

3.

User Procedures

The following procedures define the step-by-step process of loading and executing financial transactions into FSA FMS from both COD and GAPS. User Process Flows depicting these processes can be found at the end of this document. Please see the official FSA FMS Phase IV User Guide, developed by the FSA FMS Operations team, for system screen prints and additional detail. Each task below has been documented in a step-by-step user procedure.

COD to FSA FMS Financial Transactions

1. Load COD to FSA FMS Financial Transactions

Step 1: Log on to the FSA FMS system

Step 2: Select the "SFA CODX SuperUser" responsibility

Step 3: Submit a single request

Step 4: Select "SFA FMS COD to GL/AP/AR" process

Step 5: Submit the request

Step 6: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Step 7: Assuming a GL journal(s) is created, review the output report to make sure it processed correctly (it will say "SUCCESS" if it did). If so, write down the request ID. You will need this later when you go to post the journals.

Note: This process loads the financial transactions from the FSA FMS transition tables into the FSA FMS system. GL transactions are processed directly into the GL, journals are created for posting, and GL files to be sent to GAPS are created. AP transactions are

not processed directly into the AP module. Rather, this process loads them into the AP Open Interface table where the following steps are then performed:

2. Load COD to FSA FMS Vendor Updates

Step 1: Switch responsibility to the "COD Vendor Interface"

Step 2: Submit a single request

Step 3: Select "COD Vendor Interface" process

Step 4: Submit the request

Step 5: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Note: This process updates the FSA FMS XVCI table. "Vendor" is synonymous with "School" for COD interface.

3. Create invoice(s) from AP Open Interface table

Step 1: Switch responsibility to the "SFA CODX SuperUser"

Step 2: Submit a single request

Step 3: Select "SFA FMS COD AP Invoice Interface" process

Step 4: Submit the request

Step 5: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Note: This process creates invoices for all Direct Loan payment transactions in the AP Open Interface. This same process needs to be run for Pell. Simply switch the responsibility to "SFA PELL CFO Payables SuperUser" and follow the same steps above.

4. Send FSA FMS Responses to COD

Step 1: Switch responsibility to the "SFA CODX SuperUser"

Step 2: Submit a single request

Step 3: Select "SFA FMS COD Outbound Response" process

Step 4: Submit the request

Step 5: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Note: This process initiates the acknowledgements and errors to be sent from FSA FMS to COD via EAI.

5. Approve invoice(s)

Step 1: "Sign on" again as AUTOPAYUSER (password = password)

Step 2: Switch responsibility to the "SFA DLOR Manager" or "SFA Pell Manager."

Step 3: Submit a single request

Step 4: Select "SFA DLOR Auto Payment Processing Program" process or "SFA Pell Auto Payment Processing Program" process.

Step 5: Select "DLO Pay Group" or "Pell Pay Group" on the parameters screen

Step 6: Submit the request

Step 7: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Step 8: Assuming an AP journal(s) is created, review the output report to make sure it processed correctly (it will say "SUCCESS" if it did). If so, write down the request ID. You will need this later when you go to post the journals.

Note: This process approves all Direct Loan or Pell invoices created in the previous step. In addition, the AP files to be sent to GAPS are created in this process. This same process needs to be run for Pell and DLO separately. Simply switch the responsibility to "SFA Pell Manager" and follow the same steps above, replacing "Pell" for "DLOR" where applicable.

6. Transfer to GL

Step 1: "Sign on" again as your normal user name and password

Step 2: Switch responsibility to the "SFA DLO CFO Payables SuperUser"

Step 3: Submit a single request

Step 4: Select "Payables Transfer to General Ledger" process

Step 5: Enter an appropriate "Batch Name" and "Post Through Date" on the parameters screen. *Note that the "Post Through Date" should be one calendar day after the current date.*

Step 6: Submit the request

Step 7: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Note: This process sends all Direct Loan AP transactions to the GL. This same process needs to be run for Pell. Simply switch the responsibility to "SFA PELL CFO Payables SuperUser" and follow the same steps above, replacing "Pell" for "DLOR" where applicable.

7. Create Journals in GL for AP transactions

Step 1: Switch responsibility to the "SFA CFO General Ledger SuperUser"

Step 2: Submit a single request

Step 3: Select "Program – Create Journals" process

Step 4: Enter a value of 2 for "Minimum Save Time" and No for "Create Summary Journals" on the parameters screen.

Step 5: Submit the request

Step 6: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Step 7: Assuming an AP journal(s) was created, review the output report to make sure it processed correctly (it will say "SUCCESS" if it did). If so, write down the request ID. You will need this later when you go to post the journals.

Note: This process imports all the transaction codes (i.e., the accounting) for the AP transactions that were transfered to the GL for posting. This processes covers both Pell and Direct Loan transactions. Now, you are ready to post all the GL and AP journals you have created!

8. Post Journals in GL

Step 1: Make sure responsibility is still "SFA CFO General Ledger SuperUser"

Step 2: Go to "Journals/Enter" and double-click "enter"

Step 3: For each journal request id, enter "%id%" in the Batch

Step 4: Click on "Review Journal Detail" button to make sure everything looks good.

Step 5: Click on "More Actions" button and then click "Post" button to post the journal.

Note: This process actually posts the journal to the GL and impacts financial reporting and tracking. If the journals are not posted, then there will be no impact to FSA's financial books.

9. Process COD Responses to FSA FMS

Step 1: Check that responsibility is still "SFA CODX SuperUser"

Step 2: Submit a single request

Step 3: Select "SFA FMS COD Inbound Response" process

Step 4: Submit the request

Step 5: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Note: This process initiates the acknowledgements and errors sent by COD to be processed by FSA FMS.

GAPS to FSA FMS

1. Load GAPS to FSA FMS transactions

Step 1: Switch responsibility to the "SFA IPPP Manager"

Step 2: Submit a single request

Step 3: Select "SFA IPPP – DLOR File from GAPS" process

Step 4: Enter the appropriate values on the parameters screen (see User Guide for details).

Step 5: Submit the request

Step 6: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Step 7: Assuming a GL journal(s) was created, review the output report to make sure it processed correctly (it will say "SUCCESS" if it did). If so, write down the request ID. You will need this later when you go to post the journals.

Note: This process loads all the GAPS Direct Loan transactions to the GL for posting. This process needs to be repeated for Pell transactions. Simply replace Pell for DLOR in the steps above. After that, you are ready to post all the GL journals you have created!

2. Send GAPS Transactions to COD

Step 1: Switch responsibility to the "SFA CODX SuperUser"

Step 2: Submit a single request

Step 3: Select "SFA FMS COD Outbound Financial Transactions" process

Step 4: Submit the request

Step 5: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Note: This process initiates the GAPS transactions to be sent from FSA FMS to COD via EAI. These transactions are sent before posting to avoid sending multiple transactions to COD for every account hit.

3. Post Journals in GL

Step 1: Switch responsibility to "SFA CFO General Ledger SuperUser"

Step 2: Go to "Journals/Enter" and double-click "enter"

Step 3: For each journal request id, enter "%id%" in the Batch

Step 4: Click on "Review Journal Detail" button to make sure everything looks good.

Step 5: Click on "More Actions" button and then click "Post" button to post the journal.

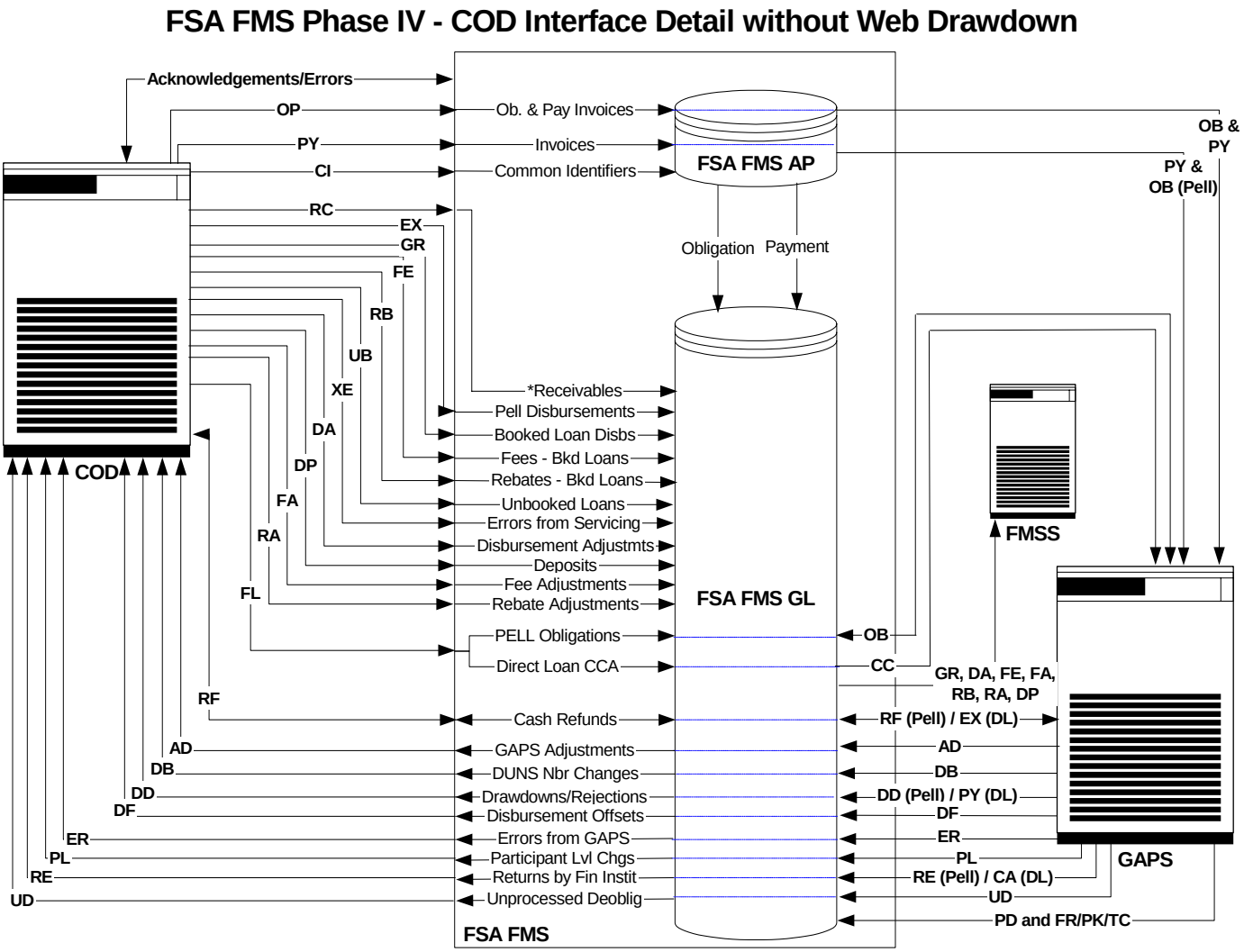
Step 6: Go to "View My Requests" to ensure everything processed correctly. View output and log reports for details on any errors.

Note: This process actually posts the journal to the GL and impacts financial reporting and tracking. If the journals are not posted, then there will be no impact to FSA's financial books.

Business Events

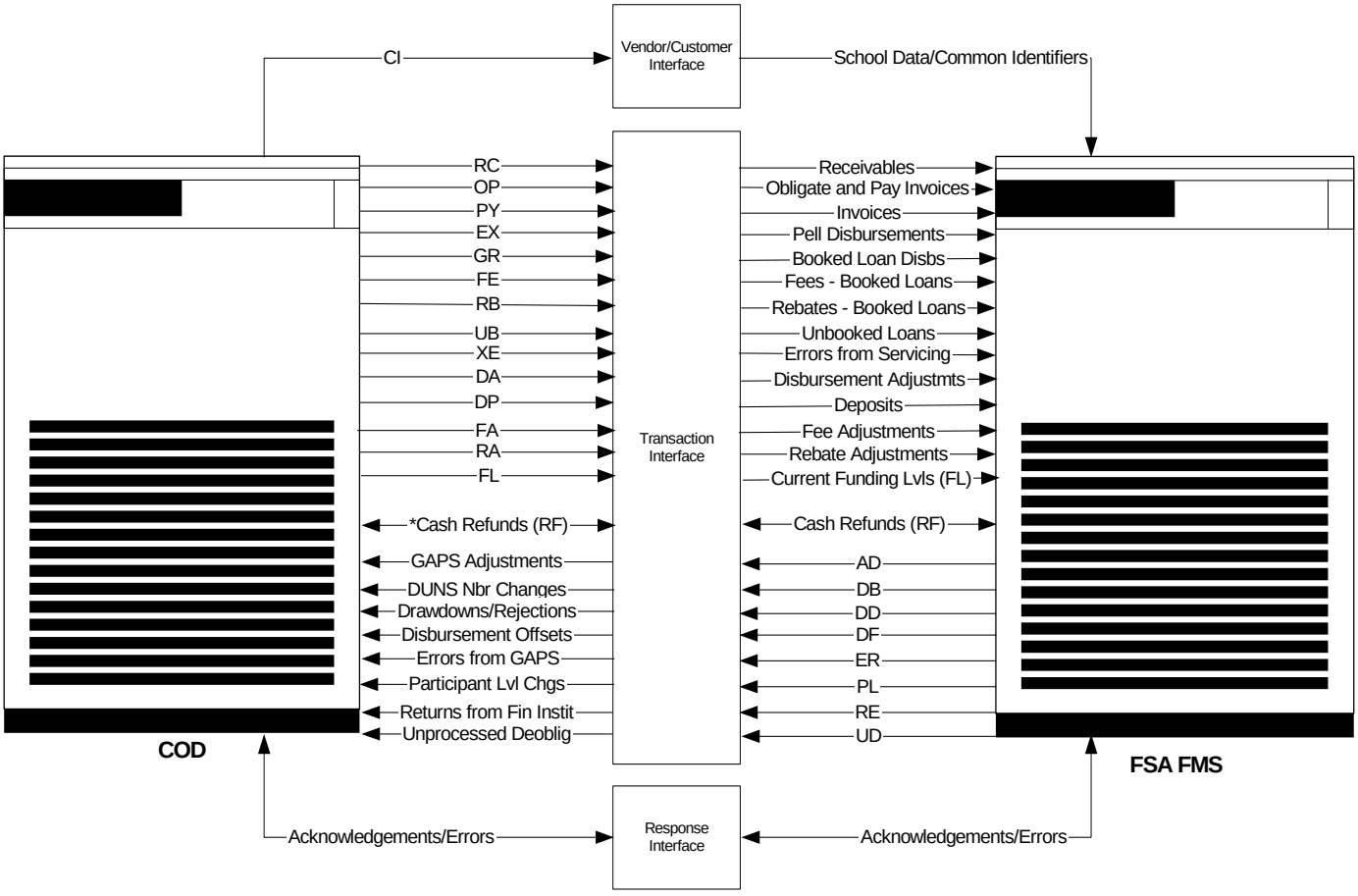
Data Flow

The general data flow of the SFA FMS Phase IV implementation for the COD feeder interfaces are as follows:



***Note:** Transactions with an asterisk (RC) will interface with the FSA FMS AR module once it is developed.*

FSA FMS Phase IV - COD Interface and Data Flow



Note: Refunds (RF) originating in COD and sent to FSA FMS will occur for DL only; Pell refunds will not be sent from COD to FSA FMS.

INBOUND TO SFA FMS

- **Transaction Data from COD to SFA FMS**. This interface provides the transaction data required by SFA FMS to record transactions in the SFA FMS AP, AR*, and GL modules. These interfaces will receive data located in COD. SFA FMS will require this data in the COD/SFA FMS transaction record layout format. Data included in this interface are:
  - Allotment Changes (AL)
  - Disbursement Adjustments (DA)
  - Deposits (DP)
  - Expenses (EX)
  - Fee Adjustments (FA)
  - Fees for Booked Loans (FE)
  - Current Funding Level (FL)
  - Gross Loan Amount (GR)
  - ACA Payments (OP)
  - Other Payments (PY)
  - Rebate Adjustments (RA)
  - Rebates for Booked Loans (RB)
  - Receivables (RC)
  - Refunded Cash (RF)
  - Unbooked Loans (UB)
  - Servicing Errors (XE)

  Note: *The Unbooked Loans data will be sent monthly and the disbursement-related data will be sent daily. All other transactions will be sent as they occur in COD.*

  **Also, the Receivables (RC) transaction will be sent to the SFA FMS GL module in the interim period until the SFA FMS AR module is developed.*
- **Transaction Data from GAPS to SFA FMS**.
- **Error Data from COD to SFA FMS**. This interface provides the Nonfinancial Data required by SFA FMS to track and/or correct error information. SFA FMS will require this data in the Response record layout format. Data included in this interface are: General Errors (status code = F), Acknowledgements (status code = P), and the original transaction data.
- **Vendor/Customer Data from PEPS to SFA FMS**. This includes all updates to schools already in PEPS (e.g., schools already participating in Title IV programs) and new information for those schools new to the Title IV programs that are initially set up in PEPS.

- **Vendor/Customer Data from COD to SFA FMS**. This interface provides the Vendor Data required by SFA FMS to record new vendor and customer information in the AP module in Oracle. This includes information for those schools new to the Title IV programs that are initially set up in COD. In addition, this will be an ongoing vendor interface to provide the COD identifier for schools set up in PEPS. SFA FMS will require the new vendor data in the Vendor record layout format. The data must be translated via a cross-walk table in SFA FMS prior to posting into the SFA FMS AP and GL.

  ***Note**: New vendor/customer information from COD will be sent on an exception basis and must include the COD identifier, OPE ID, and other pertinent school data. This information must also be provided with ongoing vendor/customer updates.*

- **The Account Mapping process will be utilized (after modification) to assist in the translation of COD transaction data into the SFA/FMS system of record**. All 'accounting' will be assigned to transactions via the ACCS and the Account Mapping table.

OUTBOUND FROM SFA FMS

- **Transaction Data from SFA FMS to COD**. This interface provides GAPS acknowledgements of transactions sent by COD. The interface will pull data from SFA FMS's GL and pass data from GAPS and FMSS to COD. COD will require this data in the COD/SFA FMS transaction record layout format. Data included in this interface are:
  - Adjustments from GAPS (AD)
  - Allotments (AL)
  - DUNS number changes (DB)
  - Drawdowns and Payment/Drawdown Rejections (DD)
  - Disbursement Offsets (DF)
  - Errors from GAPS (ER)
  - Participant Level Changes (PL)
  - Cash Returned from a financial institution (RE)
  - Refunded Cash (RF)
  - Unprocessed Deobligations (UD)

  ***Note:** All transactions (except Allotments) will be sent at least once a day.*

  Also, SFA FMS will not send payment acknowledgements or treasury confirmations to COD.

- **Transaction Data from SFA FMS to GAPS**.
- **Error and Acknowledgement Data from SFA FMS to COD**. This interface provides the Nonfinancial Data required by COD to record and/or correct error and acknowledgement information originated in SFA FMS. Errors and acknowledgements will be determined after all edits have been performed in the staging tables (prior to loading in the open interface tables) and will be communicated in the Response record layout format. Data included in this interface are: General Errors (status code = F), Acknowledgements (status code = P), and the original transaction data.

***Note**: SFA FMS will have to send the transaction key and the original transaction back to COD when sending the Response record. SFA FMS will store the original transaction in the appropriate transition table until it can be deleted, presumably after the Response record is sent (the deletion process still needs to be determined). The transaction key of the Response record will be the same as the transaction key of the original transaction stored in the transition table.*

- **Interface control reports will be required for each interface to and from the SFA FMS system**. For each execution of an interface, these reports will produce, at a minimum, records read, records written, records in error, date and user. These are standard Oracle reports.
- **System Balancing reports will be required for each subsystem involved within the SFA FMS/COD fabric**. These reports will be a more granular display of interface activity broken down by transaction type and reporting period. These reports will be compared to reports generated by COD to ensure intersystem synchronization.
- **Financial reports will be required for the SFA FMS system to show high level balances and standard federal reporting**. The SFA accounting staff has initially identified the following financial reports: TBD.

Major Features

Inbound – Describes data flowing into FMS
Outbound – Describes data flowing from FMS

Inbound/ Outbound	Source System	Application Extension Component	Features	Modules	Frequency
Inbound	COD	Transaction Interface	This interface will take COD transactions from the Oracle staging table (which were sent by COD via MQ Series) and process them into SFA FMS. It will include translation programs for the following financial/nonfinancial transactions:		
			• Allotment changes (AL) * • Disbursement Adjustments (DA) • Deposits (DP) • Expenses (EX) • Fee Adjustments (FA) • Fees (FE) • Current Funding Level (FL) • Gross Loan Amount (GR) • ACA Payments (OP)	• SFA FMS Account Mapping form	• UB sent once a month • DA, EX, FA, FE, GR, RA, RB sent once a day • All other txns sent every 30 minutes

Inbound/ Outbound	Source System	Application Extension Component	Features	Modules	Frequency
			• Other Payments (PY) • Rebate Adjustments (RA) • Rebates (RB) • Receivables (RC) • Cash Refunds (RF) • Unbooked Loans (UB) • Servicing Errors (XE) **Note:** Includes Obligation, Deobligation and Obligate & Pay (ACA Payment) transactions.		
Inbound	COD	Vendor/ Customer Interface	• The COD/SFA FMS Vendor record for new/updated school data. *COD must provide the new/updated common school identifier for all schools regardless of whether they are initially set up in PEPS or COD. ***Note**: COD must provide the common school ID, OPE ID, and other pertinent data both initially (so SFA FMS can build its vendor/customer table) and ongoing (for school updates).*	• SFA FMS AP • SFA FMS AR *Note: The AR module is currently being developed in Phase IV independent of this program. The interim process will not use the AR module.*	• Every 30 minutes
Inbound	COD	Response Interface	The response record is sent to SFA FMS from COD. It reports acknowledgements and errors for data sent to COD from SFA FMS. Data included in this interface are: • Acknowledgements (status code = P) • General Errors (status code = F) • Original Transaction data **NOTE:** COD will send acknowledgements (status code = P) to SFA FMS, but SFA FMS will purge them immediately.	• Periodic SFA FMS – to COD response record	• Every 30 minutes
Inbound	GAPS	GAPS to SFA	This interface will receive transactions from GAPS (drawdowns, refunds, returns, and	• SFA FMS Account	• At least

Inbound/ Outbound	Source System	Application Extension Component	Features	Modules	Frequency
		FMS Interface	adjustments) and process them into SFA FMS via the SFA FMS staging table. **NOTE:** This interface was developed as part of the overall SFA FMS Interim Payment Process.	Mapping form	daily
Inbound	N/A	Modifications to the SFA FMS Account Mapping form	Enhancements to the SFA FMS Account Mapping form will be required to allow for the maintenance of account segment values and application destinations to account for all COD transactions	• SFA FMS Account Mapping form	• As needed
Inbound	N/A	SFA FMS AP, AR, and GL Open Interfaces	The SFA FMS Account Mapping form will determine the application destinations for all COD transactions. A concurrent process will load the transactions from the Oracle inbound staging table into the GL and AP open interfaces.	• SFA FMS GL • SFA FMS AP • SFA FMS AR	• Every 30 minutes
Outbound	GAPS and FMSS	Transaction Interface	An interface will be required to send certain pieces of data from SFA FMS back to the Oracle staging table (which MQ Series will sweep and send to COD). This interface will include programs for the following financial/nonfinancial transactions: *Note: SFA FMS will not send GAPS acknowledgments to transactions until approximately June. Currently, there is no functionality in GAPS to link acknowledgements to original transactions*		
			• Adjustments (AD) • Allotments (AL) • DUNS Number Changes (DB) • Drawdowns and Payment/Drawdown Rejections (DD) • Disbursement Offsets (DF) • Errors from GAPS (ER) • Participant Level Changes (PL)	• Periodic SFA FMS – to – COD transaction record	• Every 30 minutes

Inbound/ Outbound	Source System	Application Extension Component	Features	Modules	Frequency
			• Cash Returns to a bank (RE) • Cash Refunds (RF) • Unprocessed Deobligations (UD)		
Outbound	SFA FMS	Response Interface	The response record is sent to COD from SFA FMS. It reports errors and acklowledgements for data sent to SFA FMS from COD. Data included in this interface are: • Acknowledgements (status code = P) • General Errors (status code = F) • Original Transaction data	• Periodic SFA FMS – to COD response record	• Every 30 minutes
Outbound	SFA FMS	Interface from SFA FMS GL and AP to GAPS	This interface will capture transactions in SFA FMS and send them to GAPS for processing. This interface will capture:		
			• Obligation and Deobligation transactions for all Advance funded schools	• SFA FMS GL	• At least twice daily
			• All payment transactions, including the 'Pay' portion for Obligate & Pay transactions (e.g., ACA payments)	• SFA FMS AP	• At least twice daily
			NOTE: This interface was developed as part of the overall SFA FMS Interim Payment Process		
N/A	N/A	SFA FMS to COD reconciliation reports (TBD)	Reports will be developed to assist in the reconciliation of balances between SFA FMS and COD, including:		
			• School Trial Balance As Of Date/Period	• SFA FMS GL	• As needed
			• School Transactions By Period Report	• SFA FMS GL	• As needed
			• Funding to Schools Report	• SFA FMS GL	• As needed
			• Award History Report	• SFA FMS GL	• As needed

Inbound/ Outbound	Source System	Application Extension Component	Features	Modules	Frequency
			• Budgetary Account Trial Balance As Of Date/Period	• SFA FMS GL	• As needed
			• SFA FMS – COD Reconciliation Reports	• SFA FMS GL	• As needed
			• SFA FMS – GAPS Reconciliation Report	• SFA FMS	• As needed
N/A	N/A	Generic error handling reports	Generic error reports will be developed to provide reasons for errors in transactions transmitted between COD and SFA FMS and between SFA FMS and GAPS	• SFA FMS	• As needed
N/A	N/A	ED CFO FMSS obligation reconciliation report	A report will be developed to assist in the reconciliation of obligation balances between SFA FMS and ED CFO FMSS	• SFA FMS GL	• As needed

Interface Record Formats

Transaction Record Layout:

The table below describes the record layout for financial/nonfinancial transactions between COD and SFA FMS. COD will send transactions to MQ series in this record format and periodically a concurrent program within SFA FMS will pull these transactions into Oracle inbound staging tables. The reverse process holds for data going from SFA FMS to COD.

COD Transaction Record Layout						
Start	**End**	**Length**	**Data Type**	**Name**	**Description**	**Values/Rules**
1	10	10	A	Transaction ID	Unique identifier of transaction	COD will populate the first field of all COD created txns as "C". SFA FMS will populate the first field of all SFA FMS created txns as "F".
11	18	8	N	Transaction Date	Date the transaction was created on the source system	MMDDYYYY
19	26	8	N	Transaction Time	Time the transaction was created on the source system	HHMMSSNN
27	28	2	A	Transaction Type	The business event	AD, AL, DA, DB, DD, DF, DP, ER, EX, FA, FE, FL, GR, OP, PL, PY, RA, RB,

						RC, RE, RF, UB, UD, XE
29	31	3	A	Program Type	The SFA program area	DLO, PEL
32	39	8	N	Grantee Institution	Common school identifier for a grantee	Common School Identifier
40	47	8	N	Payee Institution	Common school identifier for payee	Common School Identifier
48	57	10	N	Grantee DUNS #	DUNS # belonging to grantee	Grantee DUNS # or Spaces
58	60	3	A	CFDA	Catalog of Federal Domestic Assistance; accounting code	CFDA code or Spaces Note: COD will only send the CFDA code for Allotment (AL) transactions; for all other transactions, COD will send spaces and SFA FMS will derive the CFDA code from the program type.
61	64	4	A	CFDA Subpart	Subdivision of the program field	P, J, Q, R, K or Spaces
65	68	4	N	Award Year	School year, program year	CCYY
69	72	4	N	Award Sequence Number	Fifth part of GAPS award number	Award Sequence #
73	75	3	A	Limitation	Part of ED ACCS	Allotment Limitation code or Spaces
76	78	3	A	Activity	Part of ED ACCS	Allotment Activity code or Spaces Note: COD will only send the Activity code for Allotment (AL) transactions; for all other transactions, COD will send spaces and SFA FMS will derive the Activity code from the transaction type.
79	80	2	A	Loan/Grant Type	Defines the loan and grant type.	D1 (DL Subsidized) D2 (DL Unsubsidized) D4 (DL PLUS) PE (Pell)
81	84	4	N	Funding Fiscal Year	Initial year of the appropriation	CCYY or Spaces
85	88	4	N	Budget Fiscal Year	Year of apportionment	CCYY or Spaces
89	92	4	N	Cohort Year	Year in which the loan was first disbursed	CCYY or Spaces
93	106	14	N	Amount	Dollar value	99999999999999 or Spaces
107	107	1	A	Amount Sign	Denotes increase or decrease	+/- or Spaces
108	115	8	N	Effective Date	Used for future processing functionality only; denotes the date the transaction is to be processed in SFA FMS	MMDDYYYY or Spaces

116	116	1	N	Participation Level	New participation level for Direct Loan	Participation Level or Spaces
117	130	14	N	Payment Request Limit Amount	Limit amount on a payment	Spaces
131	136	6	A	Schedule Number	SF215 schedule number for refunds and returns; SF5515 number when a bank rejects return of funds	SF215/SF5515 or Spaces
137	149	13	N	Pay Control Number	Check number for drawdowns performed in GAPS	Pay Control # or Spaces
150	157	8	N	Confirmation Date	Treasury Confirmation or deposit date of refunds and returns	MMDDYYYY or Spaces
158	159	2	N	Error Code	Code detailing a GAPS error	Error Code or Spaces
160	161	2	A	Error Transaction Type	Type of GAPS error	Error Code or Spaces

Response Record Layout:

The table below describes the record layout for error and acknowledgement data transactions between COD and SFA FMS. SFA FMS will send the error and acknowledgement responses to MQ series in this format periodically. The Response record will be sent from the transition tables once all COD-related validation/edits have occurred (e.g., after the transaction is loaded into the open interface tables). The original transaction will be deleted from the transition table once the Response record is sent, and COD will send a corrected transaction (for errors) back to SFA FMS with a new transaction key. If COD experiences an error with data sent by SFA FMS, then COD will send the acknowledgements and errors to MQ series and from there written to a table in SFA FMS. There, acknowledgements will be purged after 24 hours and errors will remain for a predetermined period of time to allow for a manual correction process to take place before they are purged. An Error report will be generated from this table.

Response Record Layout						
Start	**End**	**Length**	**Data Type**	**Name**	**Description**	**Values/Rules**
1	10	10	A	Transaction ID	Unique transaction identifier	COD will populate the first field of all COD created txns as "C". SFA FMS will populate the first field of all SFA FMS created txns as "F".
11	18	8	N	Transaction Date	Date the transaction was created on the source system	MMDDYYYY
19	26	8	N	Transaction Time	Time the transaction was created on the source system	HHMMSSNN
27	27	1	A	Status Code	A transaction type that denotes the business event communicated by the transaction	Acknowledgements = P Errors = F
28	77	50	A	Text Message	Message text related to the status code that further describes the state of the transaction	Text

78	87	10	A	Transaction ID	Unique identifier of original transaction	COD will populate the first field of all COD created txns as "C". SFA FMS will populate the first field of all SFA FMS created txns as "F".
88	95	8	N	Transaction Date	Date the original transaction was created on the source system	MMDDYYYY
96	103	8	N	Transaction Time	Time the original transaction was created on the source system	HHMMSSNN
104	105	2	A	Transaction Type	The business event (from the original transaction)	AD, AL, DA, DB, DD, DF, DP, ER, EX, FA, FE, FL, GR, OP, PL, PY, RA, RB, RC, RE, RF, UB, UD, XE
106	108	3	A	Program Type	The SFA program area (from the original transaction)	DLO, PEL
109	116	8	N	Grantee Institution	Common school identifier for a grantee (from the original transaction)	Common School Identifier
117	124	8	N	Payee Institution	Common school identifier for payee (from the original transaction)	Common School Identifier
125	134	10	N	Grantee DUNS #	DUNS # belonging to grantee (from the original transaction)	Grantee DUNS # or Spaces
135	137	3	A	CFDA	Catalog of Federal Domestic Assistance; accounting code (from the original transaction)	CFDA code or Spaces Note: COD will only send the CFDA code for Allotment (AL) transactions; for all other transactions, COD will send spaces and SFA FMS will derive the CFDA code from the program type.
138	141	4	A	CFDA Subpart	Subdivision of the program field (from the original transaction)	P, J, Q, R, K or Spaces
142	145	4	N	Award Year	School year, program year (from the original transaction)	CCYY
146	149	4	N	Award Sequence Number	Fifth part of GAPS award number (from the original transaction)	Award Sequence #
150	152	3	A	Limitation	Part of SFA ACCS (from the original transaction)	Allotment Limitation code or Spaces
153	155	3	A	Activity	Part of SFA ACCS (from the original transaction)	Allotment Activity code or Spaces Note: COD will only send

						the Activity code for Allotment (AL) transactions; for all other transactions, COD will send spaces and SFA FMS will derive the Activity code from the transaction type.
156	157	2	A	Loan/Grant Type	Defines the loan and grant type.	D1 (DL Subsidized) D2 (DL Unsubsidized) D4 (DL PLUS) PE (Pell)
158	161	4	N	Funding Fiscal Year	Initial year of the appropriation (from the original transaction)	CCYY or Spaces
162	165	4	N	Budget Fiscal Year	Year of apportionment (from the original transaction)	CCYY or Spaces
166	169	4	N	Cohort Year	Year in which the loan was first disbursed (from the original transaction)	CCYY or Spaces
170	183	14	N	Amount	Dollar value (from the original transaction)	99999999999999 or Spaces
184	184	1	A	Amount Sign	Denotes increase or decrease (from the original transaction)	+/- or Spaces
185	192	8	N	Effective Date	Date the transaction was processed (from the original transaction)	MMDDYYYY or Spaces
193	193	1	N	Participation Level	New participation level for Direct Loan (from the original transaction)	Participation Level or Spaces
194	207	14	N	Payment Request Limit Amount	Limit amount on a payment (from the original transaction)	Spaces
208	213	6	A	Schedule Number	Treasury Confirmation and SF215/SF5515 schedule number for refunds and returns (from the original transaction)	Schedule # or Spaces
214	226	13	N	Pay Control Number	Check number for drawdowns performed in GAPS (from the original transaction)	Pay Control # or Spaces
227	234	8	N	Confirmation Date	Treasury Confirmation or deposit date of refunds and returns (from the original transaction)	MMDDYYYY or Spaces
235	236	2	N	Error Code	Code detailing a GAPS error (from the original transaction)	Error Code or Spaces
237	238	2	A	Error Transaction Type	Type of GAPS error	Error Code or Spaces

					(from the original transaction)	

Vendor/Customer Record Layout:

The table below describes the record layout for vendor/customer data transactions between COD and SFA FMS. COD will send transactions to MQ series in this record format and periodically a concurrent program within SFA FMS will pull these transactions into Oracle inbound staging tables. COD must provide the new/updated common school identifier for all schools regardless of whether they are initially set up in PEPS or COD. COD must provide the common school ID, OPE ID, and other pertinent data both initially (so SFA FMS can build its vendor/customer table) and ongoing (for school updates). COD will have the ability, on an exception basis, to set up new schools/vendors in SFA FMS.

Vendor/Customer Record Layout						
Start	**End**	**Length**	**Data Type**	**Name**	**Description**	**Values/Rules**
1	10	10	A	Transaction ID	Unique identifier of transaction	COD will populate the first field of all COD created txns as "C". SFA FMS will populate the first field of all SFA FMS created txns as "F".
11	18	8	N	Transaction Date	Date the transaction was created on the source system	MMDDYYYY
19	26	8	N	Transaction Time	Time the transaction was created on the source system	HHMMSSNN
27	28	2	A	Transaction Type	The business event	CI
29	98	70	A	Vendor Name	Institution long name	Institution long name
99	106	8	A	Common School ID	Common school identifier	Common school ID
107	116	10	N	Grantee DUNS #	DUNS # belonging to grantee	Grantee DUNS # or Spaces
117	124	8	A	OPEID	PEPS system identifier	OPEID #
125	128	4	N	Award Sequence Number	Also called sequence #. Fifth part of GAPS award number	Award ID
129	168	40	A	Address_Line 1	First line of school address	Address or Spaces
169	208	40	A	Address_Line 2	Second line of school address	Address or Spaces
209	248	40	A	Address_Line 3	Third line of school address	Address or Spaces
249	273	25	A	City	City name	City or Spaces
274	275	2	A	State	State name or abbreviation	State or Spaces
276	289	14	A	Zip	Postal code	Zip or Spaces
290	314	25	A	Province	Province	Province or Spaces
315	317	3	A	Country	Country name	Country or Spaces
318	334	17	A	Area_Code/Phone	Area_Code/Phone	Area_Code/Phone or Spaces
335	342	8	N	Inactive date	Inactive date for record	Date or Spaces

343	359	17	A	Area_Code/Fax	Area_Code/Fax	Area_Code/Fax or Spaces

Business Rules

The following section maps the COD feeder financial/nonfinancial transaction types to SFA FMS Account Mapping Transaction Codes. These codes are still to be determined.

COD to SFA FMS Inbound Transaction Record

Description	COD/FMS Transaction Type	CFDA Subpart	Amount Sign	GAPS Transaction Code	'Target' SFA FMS Module	Acct Mapping Transaction Code
Allotments – Changes an allotment	AL	N/A	+/-	N/A	GL	**See acct mapping doc**
Disbursement Adjustments – Adjustments for previously submitted Expense (EX) or Gross Amount (GR) transactions	DA	N/A	+/-	N/A	GL	**See acct mapping doc**
Deposits – All deposits, including cash refunds and unidentifiable deposits that cannot be applied to a school, account, etc.	DP	N/A	+	N/A	GL	**See acct mapping doc**
Expenses – Disbursements for Pell only	EX	Pell: P, J, R, Q	+	N/A	GL	**See acct mapping doc**
Fee Adjusment – Adjustments to previously submitted Fee (FE) transaction	FA	N/A	+/-	N/A	GL	**See acct mapping doc**
Fee – Fee amount for booked loans	FE	DL: K	+	N/A	GL	**See acct mapping doc**
Funding Level – Sets or changes the Pell Obligation amount or the Direct Loan CCA amount	FL	Pell: P, J, R DL: K	+/-	OB – Pell CC – DL	GL	**See acct mapping doc**
Gross Amount – Disbursements for direct loan only -- Gross amount for booked loans	GR	DL: K	+	N/A	GL	**See acct mapping doc**
ACA Payments – Payment invoices for Pell ACA payments; obligate and pay transaction	OP	Pell: Q	+/-	OB and PY (+) OB (-)	AP	**See acct mapping doc**
Other Payments – NonACA-related payment records	PY	Pell: P, J, R DL: K	+	PY	AP	**See acct mapping doc**
Rebate Adjustment – Adjustments to previously submitted Rebate (RB) transaction	RA	DL: K	+/-	N/A	GL	**See acct mapping doc**
Rebate – Rebate amount for booked loans	RB	DL: K	+	N/A	GL	**See acct mapping doc**
Receivable – Call for cash and other receivables	RC	Pell: P, J, Q, R DL: K	+/-	N/A	GL (interim) AR (future)	**See acct mapping doc**
Cash Returned – Cash returned to COD that can be applied to a school, account, etc.	RF	DL: K	+/-	RF	GL	**See acct mapping doc**
Unbooked at COD – COD monthly extract of year-to-date net disbursements for unbooked loans	UB	DL: K	+	N/A	GL	**See acct mapping doc**

Unbooked at LS – Error from the Loan Servicing system when loans are booked in COD but are not booked in Servicing	XE	DL: K	+/-	N/A	GL	**See acct mapping doc**

SFA FMS to COD Outbound Transaction Record (data from GAPS and FMSS)

Description	COD/FMS Transaction Type	CFDA Subpart	Amount Sign	GAPS Transaction Code	'Target' SFA FMS Module	Acct Mapping Transaction Code
Adjustments – Adjustment made to drawdowns in GAPS	AD	Pell: P, J, R, Q DL: K	+/-	AD	GL	**See acct mapping doc**
Allotments – Sets or changes an allotment	AL	N/A	+/-	N/A	GL	**See acct mapping doc**
DUNS Number changes – Change to DUNS number for an institution	DB	Pell: P, J, R DL: K	N/A	DB	GL	**See acct mapping doc**
Drawdown Records – Advance drawdowns made by a school or drawdown/payment rejections	DD (rejects) -DD (draws)	Pell: P, J, R, Q DL: K	+/-	PY (DL) DD (Pell)	GL	**See acct mapping doc**
Disbursement Offsets – Cash taken from one program/school year and redistributed to another in order to satisfy a receivable	DF	Pell: P, J, R, Q	+/-	DF	GL	**See acct mapping doc**
Error Transactions – GAPS error transactions	ER	Pell: P, J, R, Q DL: K	N/A	ER	GL	**See acct mapping doc**
Participant Level Changes – Changes to participant level in GAPS; only relevant to schools in the Direct Loan program	PL	DL: K	N/A	PL	GL	**See acct mapping doc**
Cash Returns – Cash returned from a financial institution	RE	Pell: P, J, R, Q DL: K	+/-	RE (Pell) CA (DL)	GL	**See acct mapping doc**
Cash Refunded – Cash refunds sent to GAPS	RF	Pell: P, J, R, Q DL: K	+/-	RF (Pell) EX (DL)	GL	**See acct mapping doc**
Unprocessed Deobligations – Deobligations not processed by GAPS	UD	Pell: P, J, R	+/-	UD	GL	**See acct mapping doc**

*Note: All transaction types in COD have the same transaction codes in GAPS except for the FL, RE, RF, and DD transaction types. SFA FMS converts the FL transaction type into either an OB (for Pell) or CC (for Direct Loan) transaction before sending to GAPS. Likewise, SFA FMS converts the GAPS CA transaction to the RE transaction, converts the GAPS EX transaction to the RF transaction, and converts the GAPS DD and PY transactions to the DD transaction, before sending to COD.

Also, the DD (for Pell) and PY (for Direct Loan) transactions sent from GAPS communicate either one of two events:

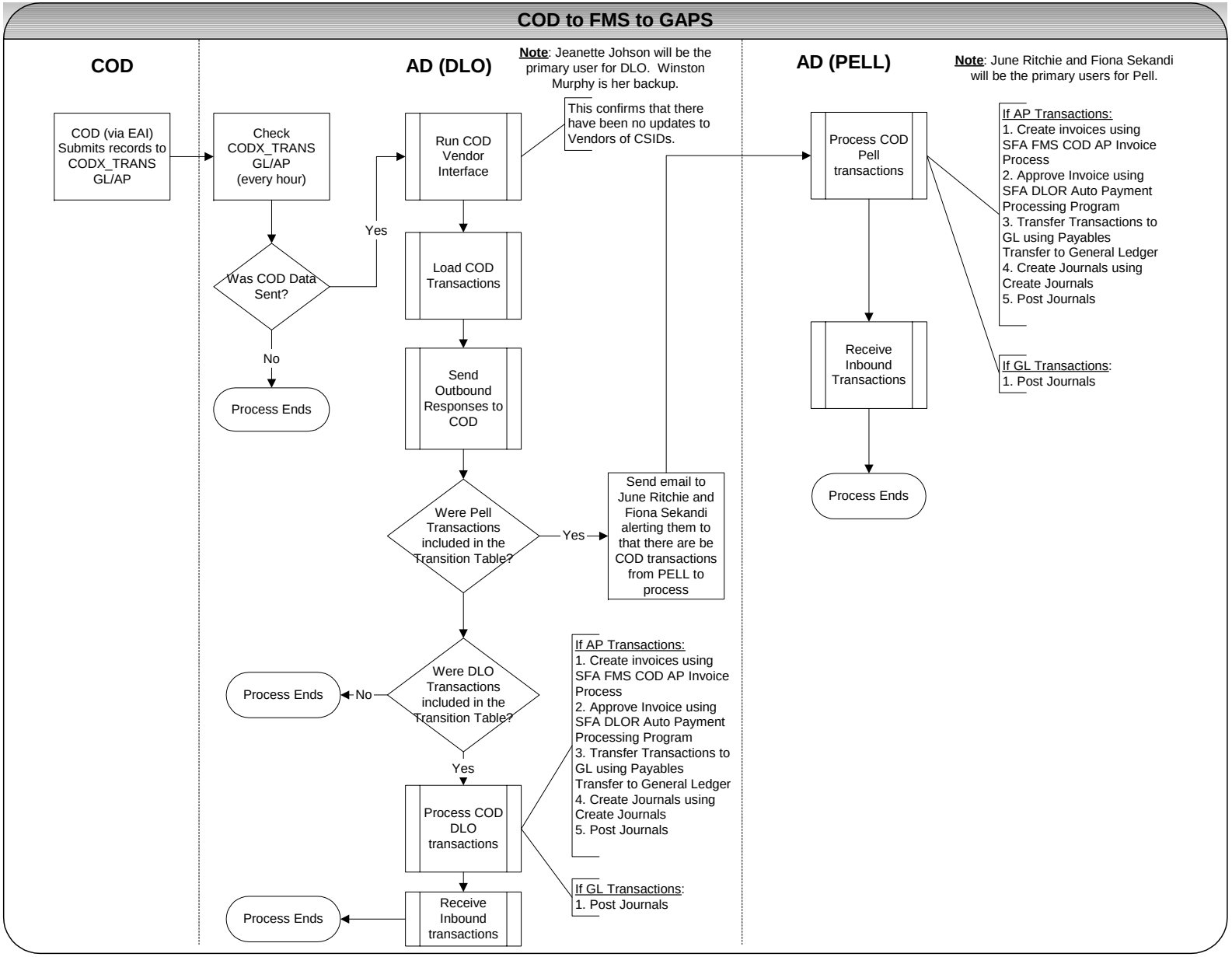
1. *Drawdown of cash by a funds first school, or*

2. *FRB rejection of drawdown or payment*

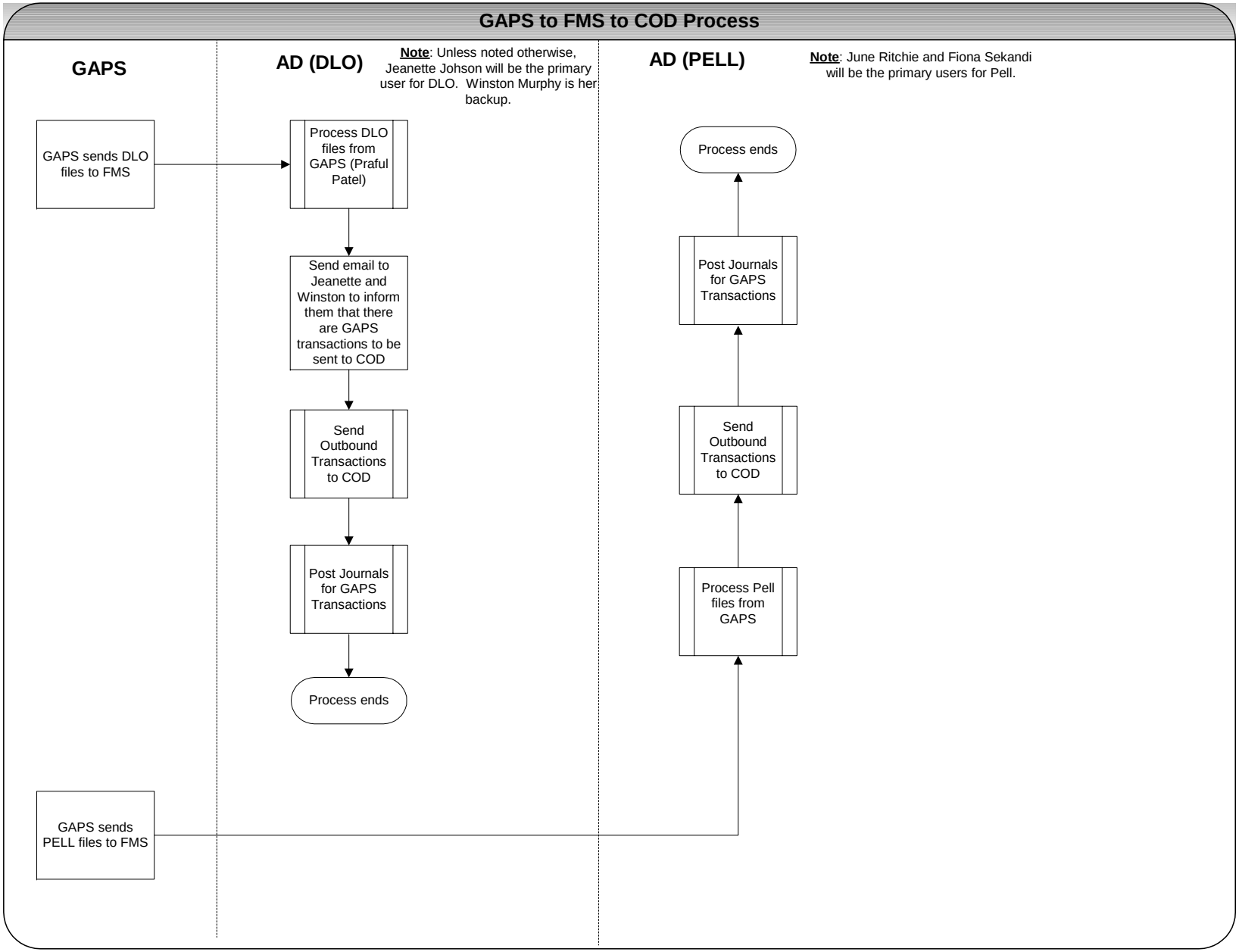
SFA FMS will only pass on the drawdowns and drawdown/payment rejections to COD (e.g., not the payment acknowledgements or treasury confirmations)

User Process Flows

COD to FMS to GAPS Process



GAPS to FMS to COD



COD ORACLE APPLICATION SETUP SCREEN PRINTS

GENERAL LEDGER

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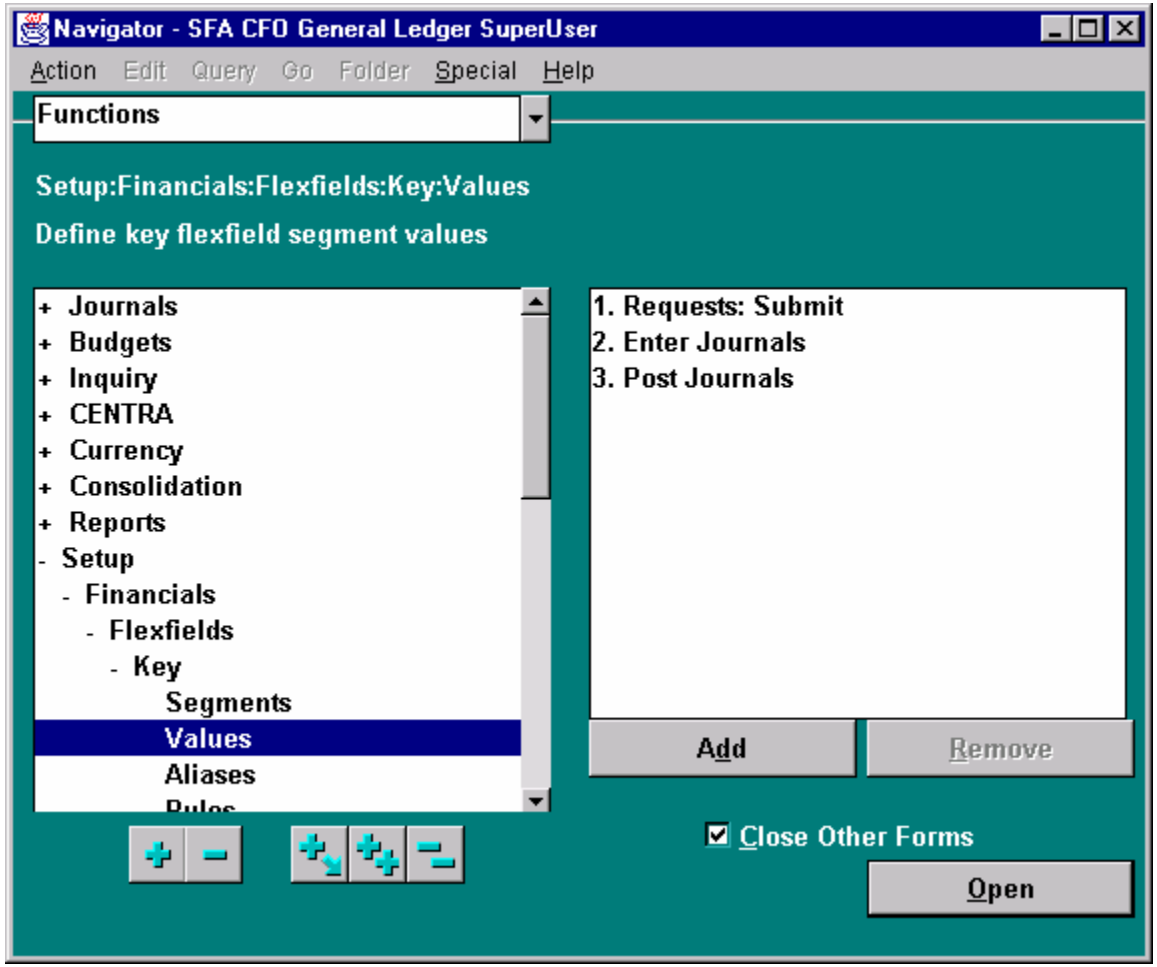
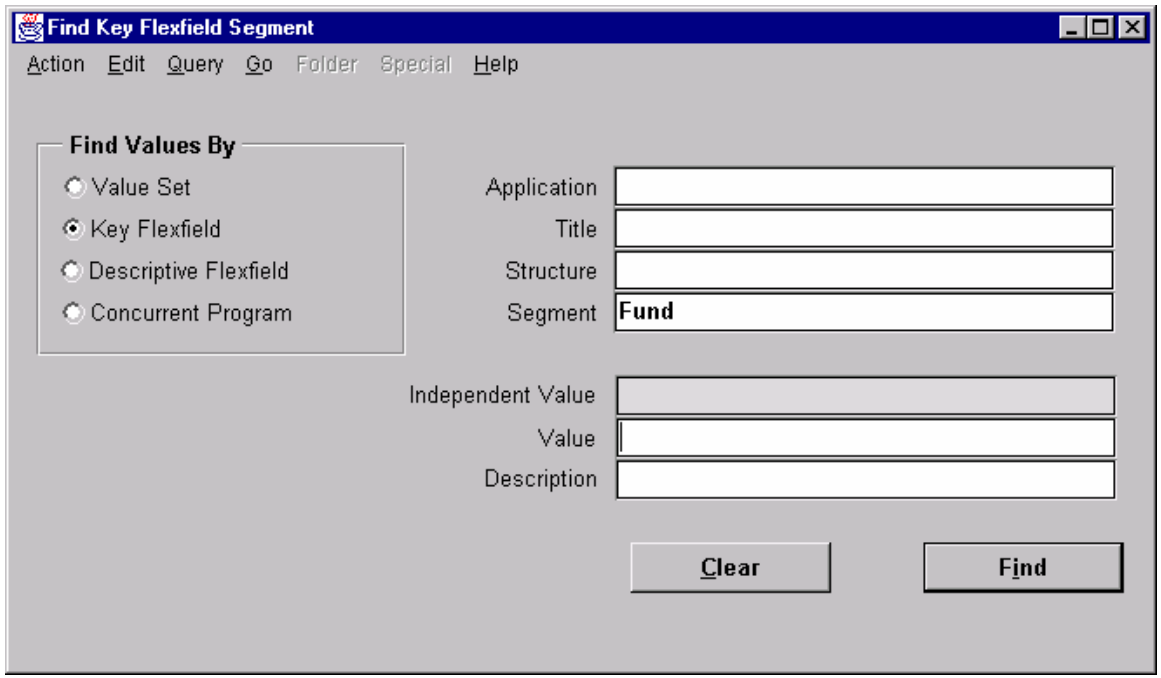


ENTER FUND IN THE SEGMENT FIELD AND HIT FIND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Application
Title
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Segment
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Independent Value
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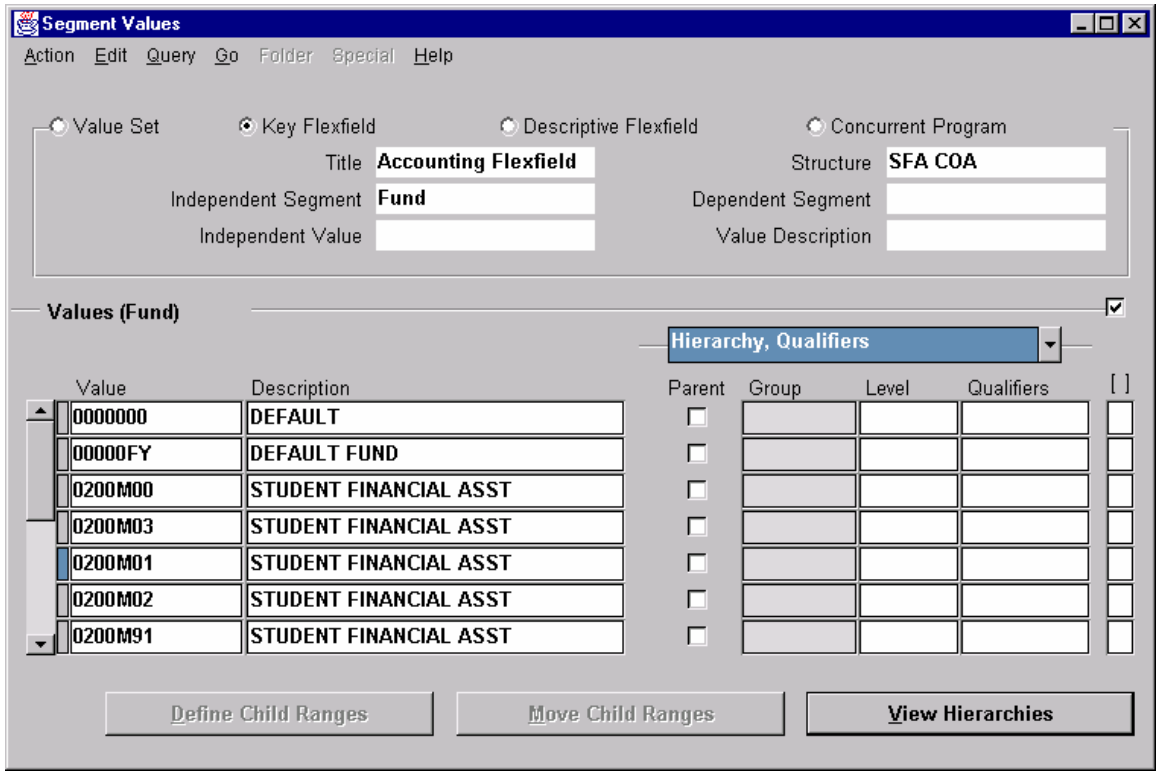
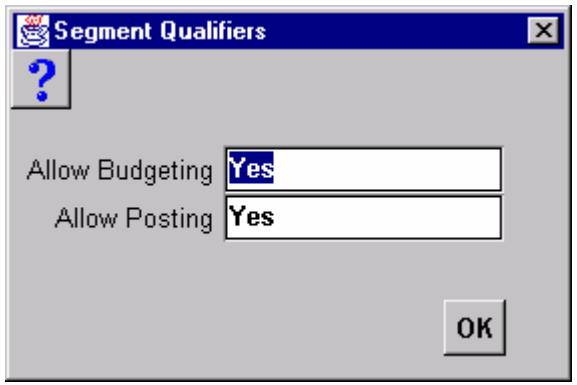
Clear
Find





SET UP JOURNAL SOURCES

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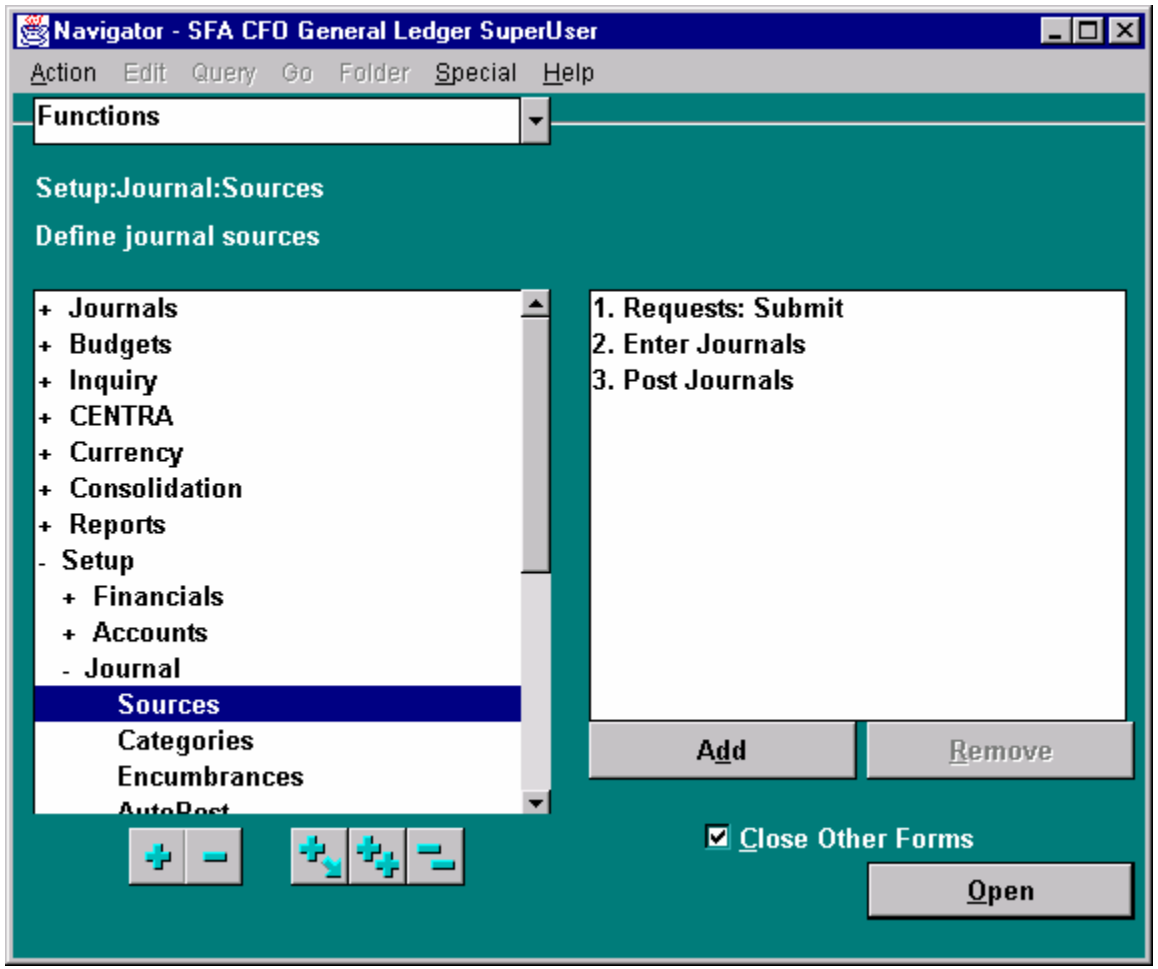
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Action Edit Query Go Folder Special Help
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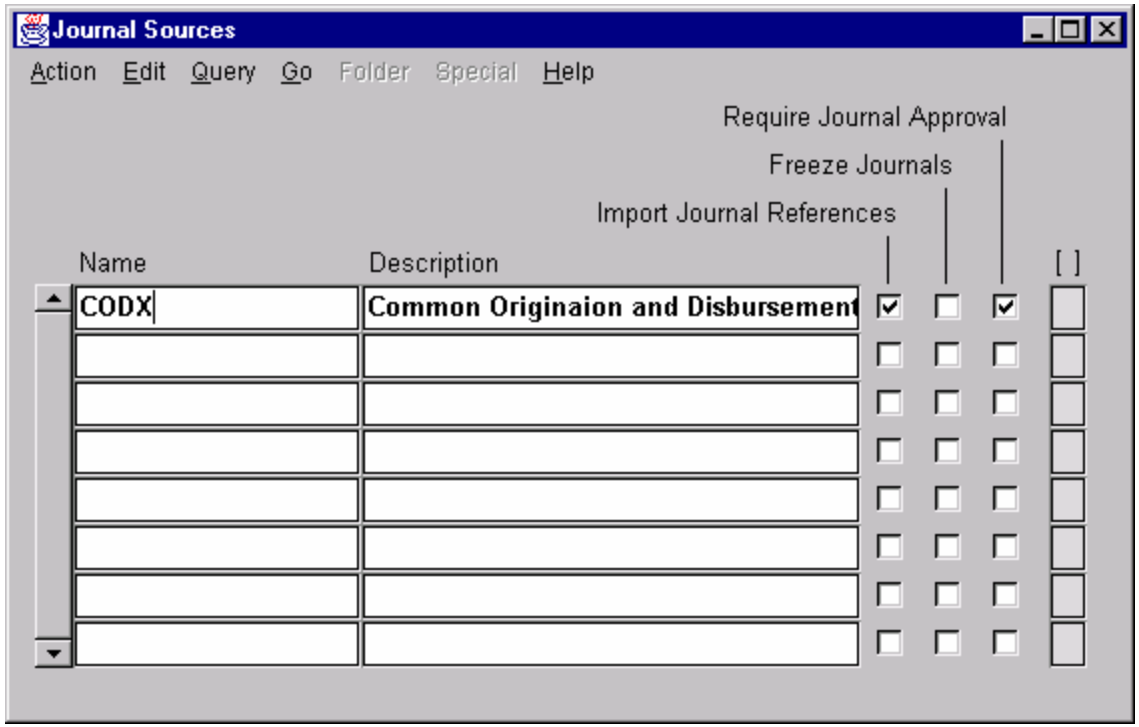
+ Journals
+ Budgets
+ Inquiry
+ CENTRA
+ Currency
+ Consolidation
+ Reports
- Setup
+ Financials
+ Accounts
- Journal
Sources
Categories
Encumbrances
1. Requests: Submit
2. Enter Journals
3. Post Journals
Add
Remove
Close Other Forms
Open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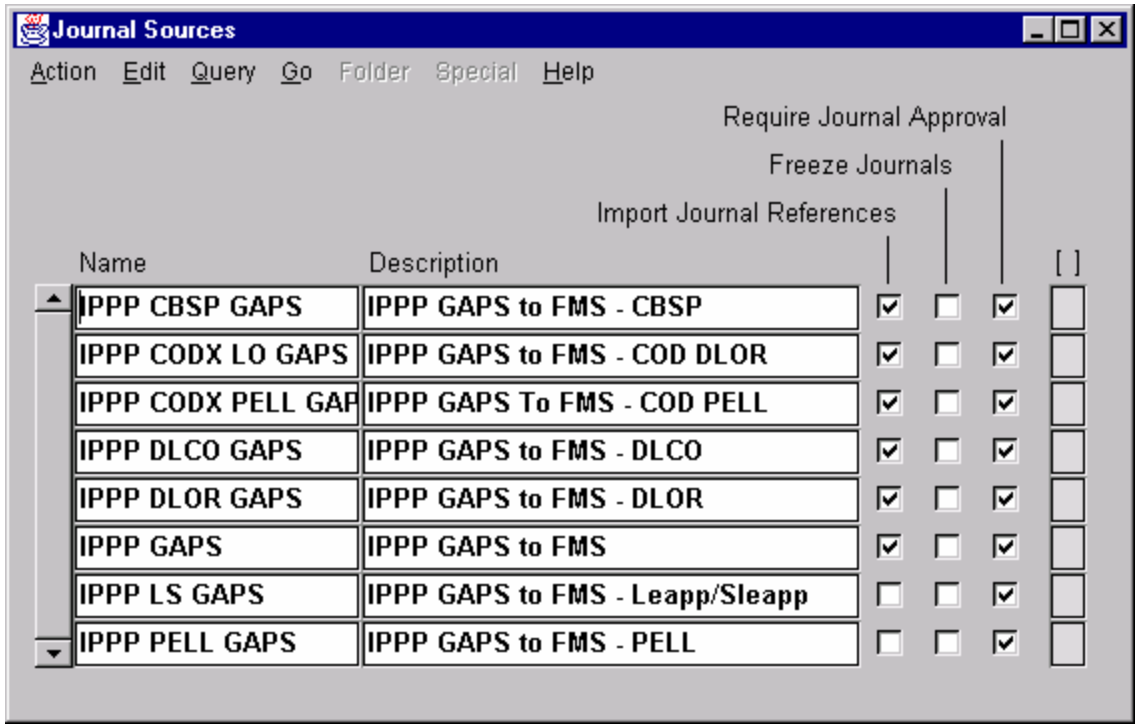
Require Journal Approval
Freeze Journals
Import Journal References
Name
Description
[ ]
CODX
Common Originaion and Disbursement



SETUP CATEGORY
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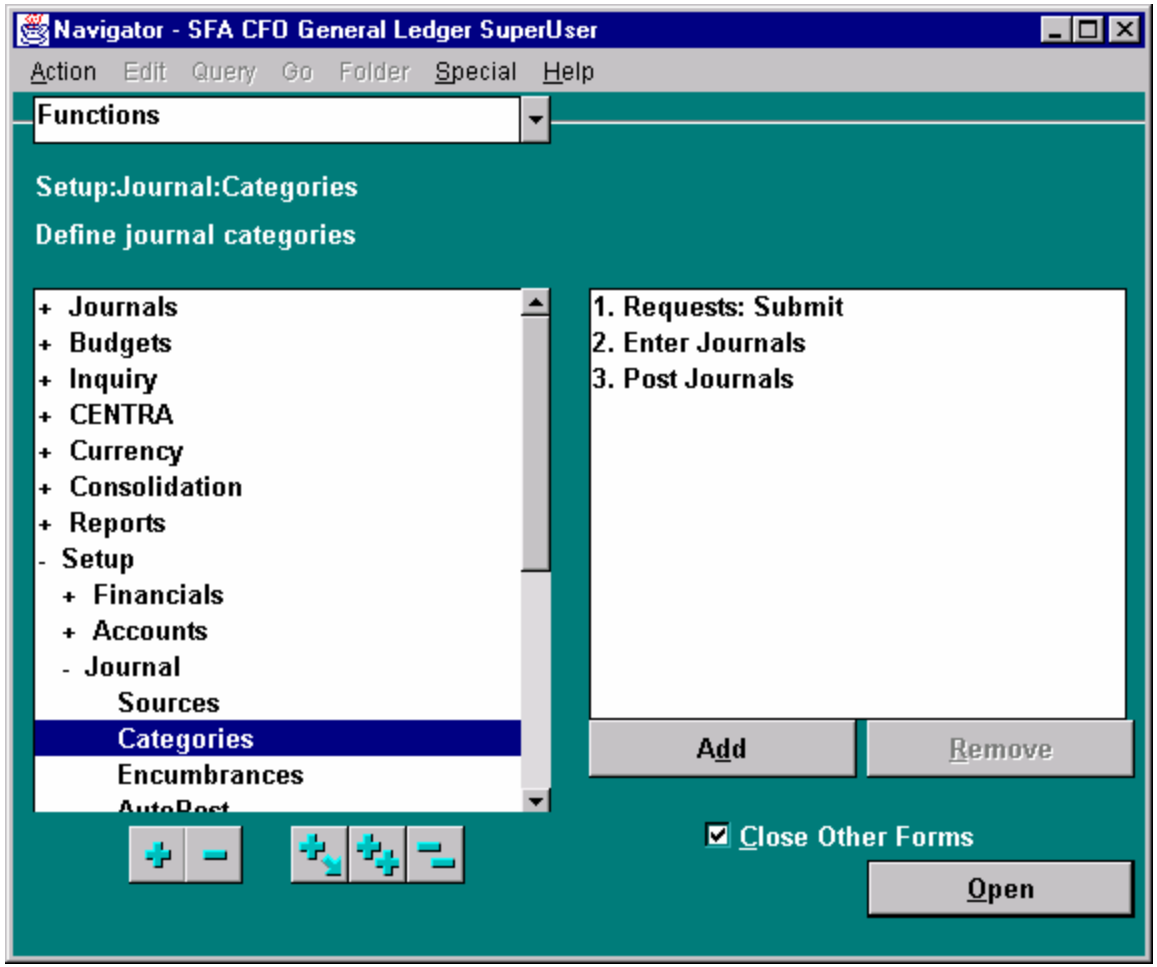
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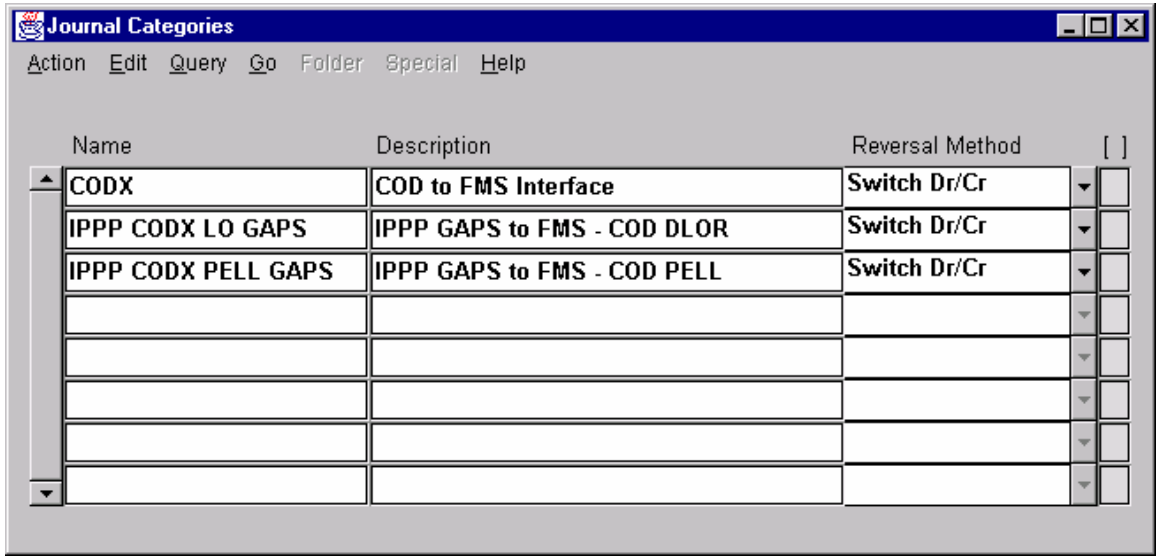
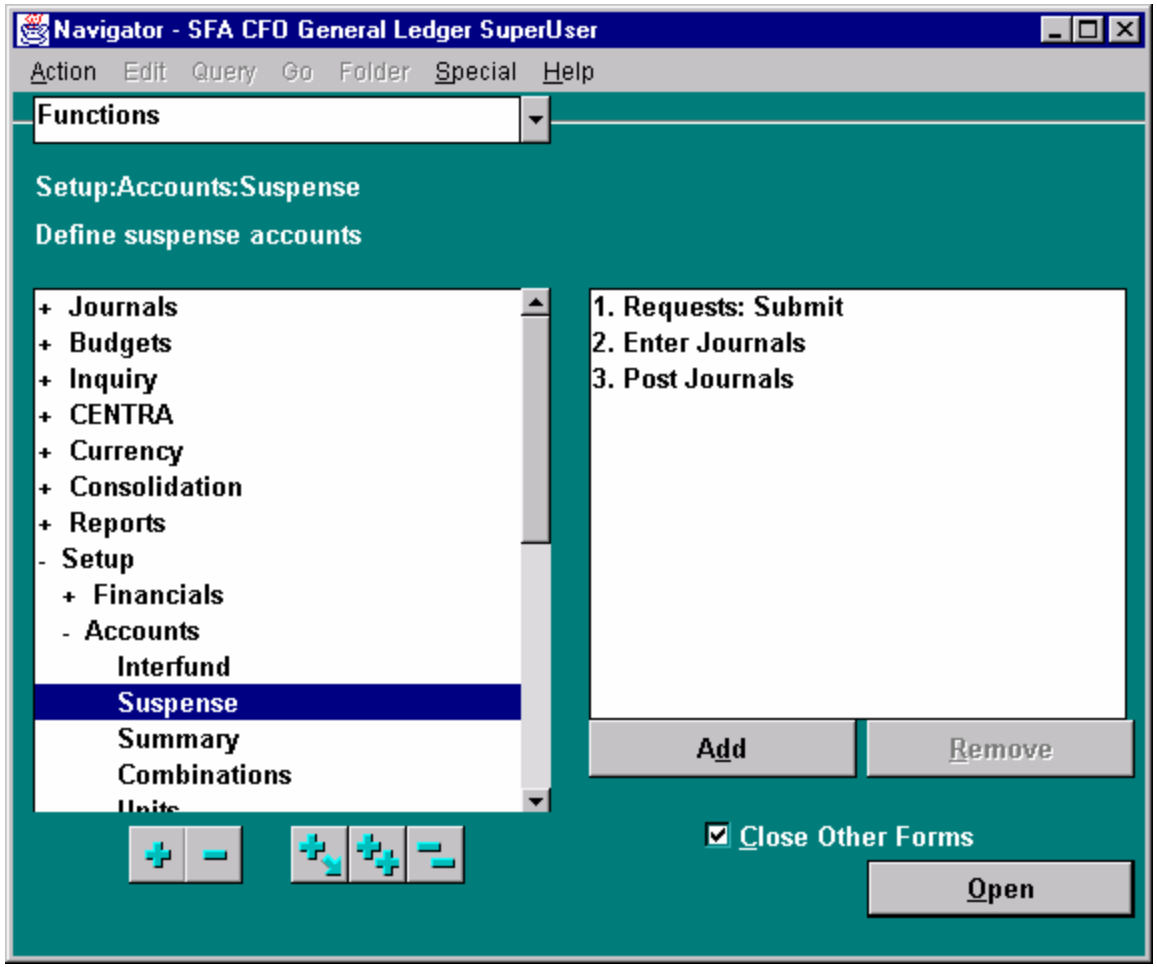
Define journal categories
+ Journals
+ Budgets
+ Inquiry
+ CENTRA
+ Currency
+ Consolidation
+ Reports
- Setup
+ Financials
+ Accounts
- Journal
Sources
Categories
Encumbrances
1. Requests: Submit
2. Enter Journals
3. Post Journals
Add
Remove
Close Other Forms
Open



SETUP SUSPENSE ACCOUNT
PATH:
SETUP > ACCOUNT > SUSPENSE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Define suspense accounts
+ Journals
+ Budgets
+ Inquiry
+ CENTRA
+ Currency
+ Consolidation
+ Reports
- Setup
+ Financials
- Accounts
Interfund
Suspense
Summary
Combinations
1. Requests: Submit
2. Enter Journals
3. Post Journals
Add
Remove
Close Other Forms
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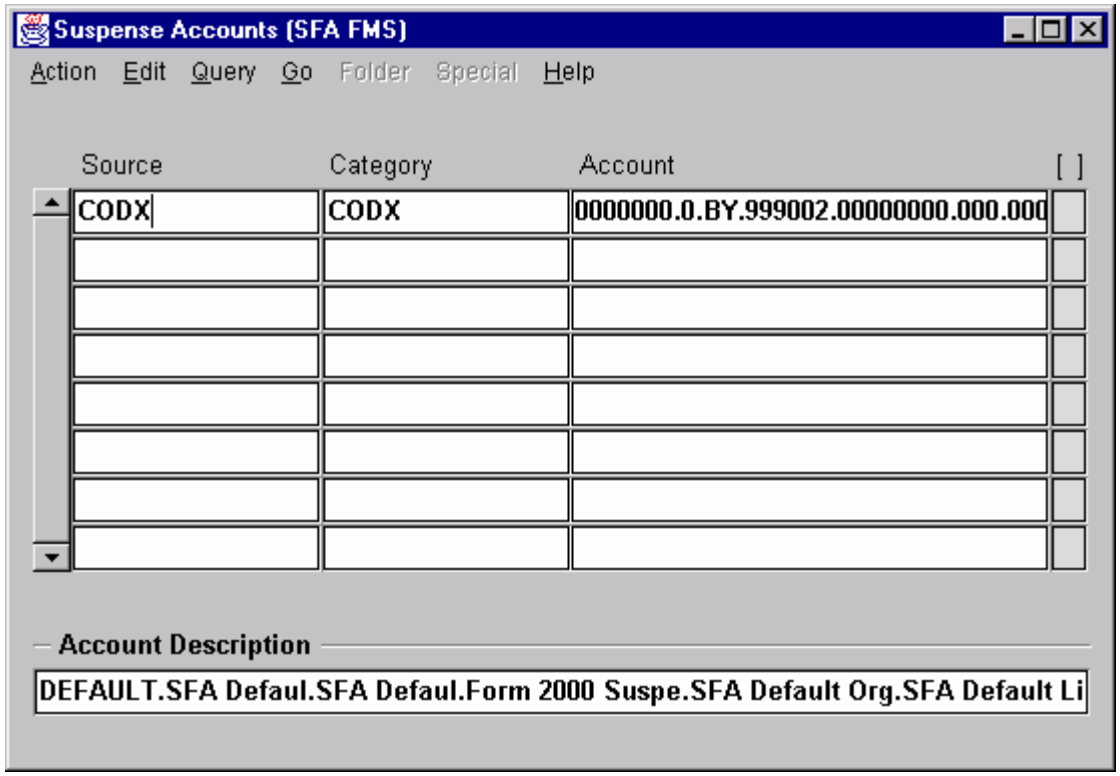

SETUP NEW SOURCE SEGMENT VALUE (CD & CF)
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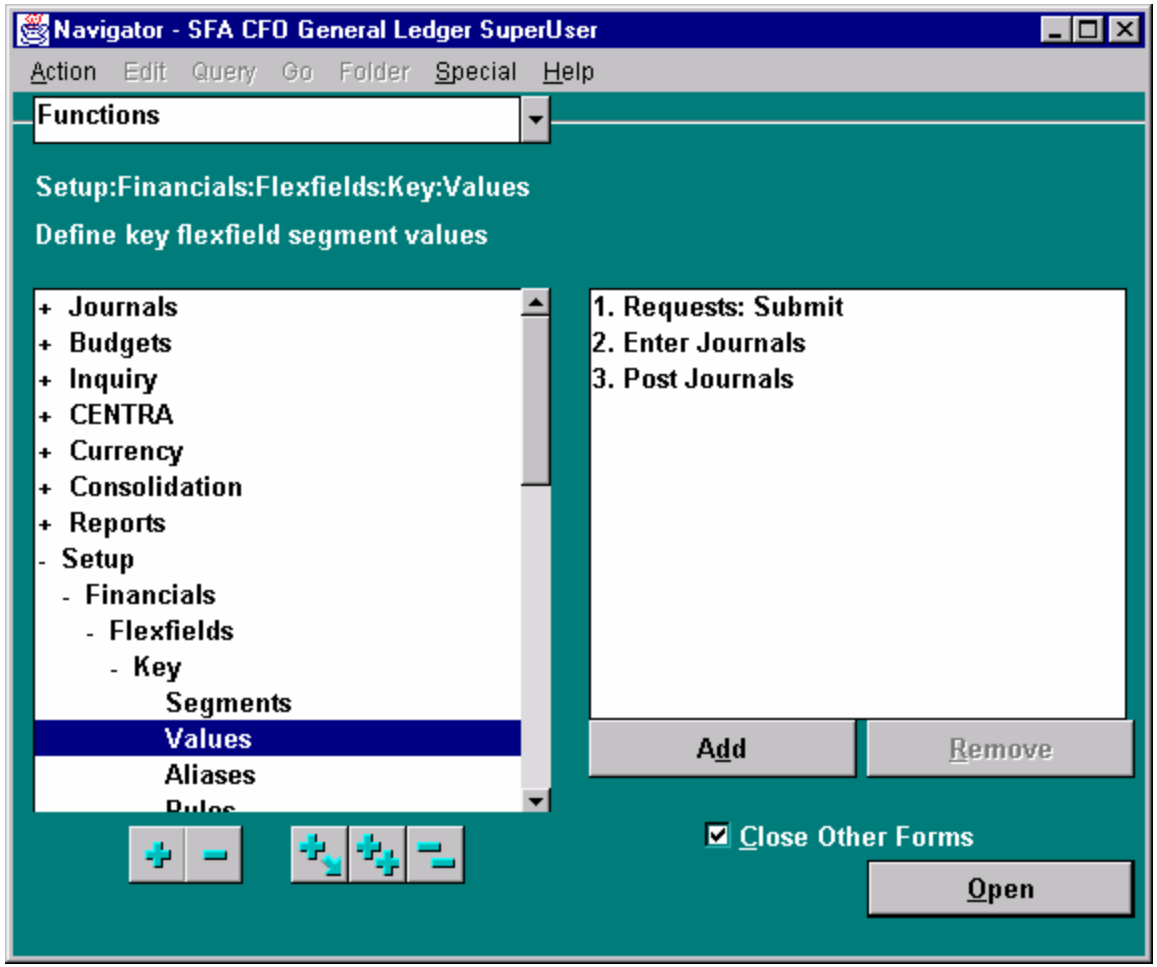
Navigator - SFA CFO General Ledger SuperUser
Action Edit Query Go Folder Special Help
Functions
Setup:Financials:Flexfields:Key:Values
Define key flexfield segment values
+ Journals
+ Budgets
+ Inquiry
+ CENTRA
+ Currency
+ Consolidation
+ Reports
- Setup
- Financials
- Flexfields
- Key
Segments
Values
Aliases
1. Requests: Submit
2. Enter Journals
3. Post Journals
Add
Remove
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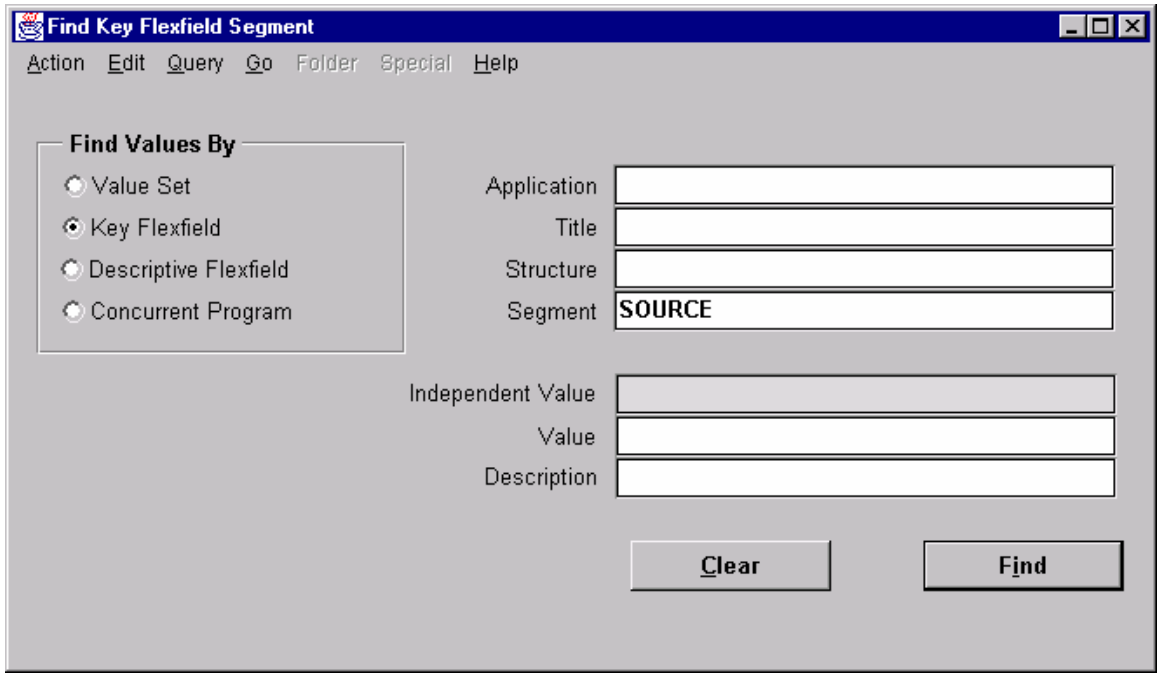
Open


Find Key Flexfield Segment
Action Edit Query Go Folder Special Help
Find Values By
Value Set
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Descriptive Flexfield
Concurrent Program
Application
Title
Structure
Segment
SOURCE
Independent Value
Value
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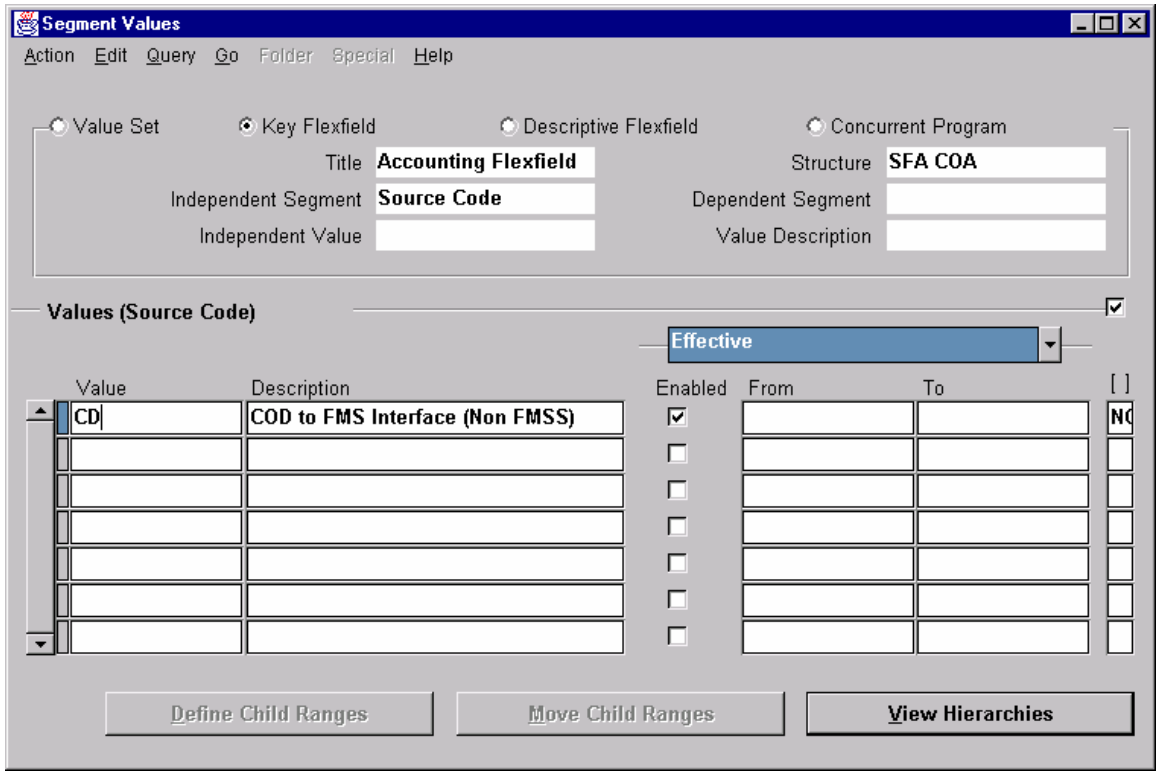
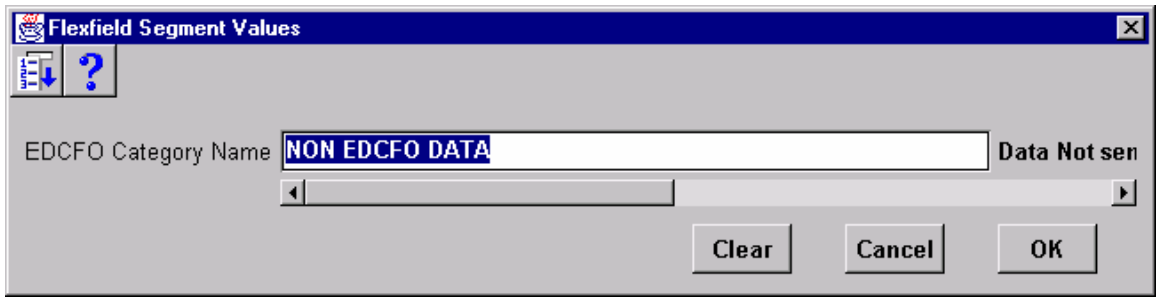
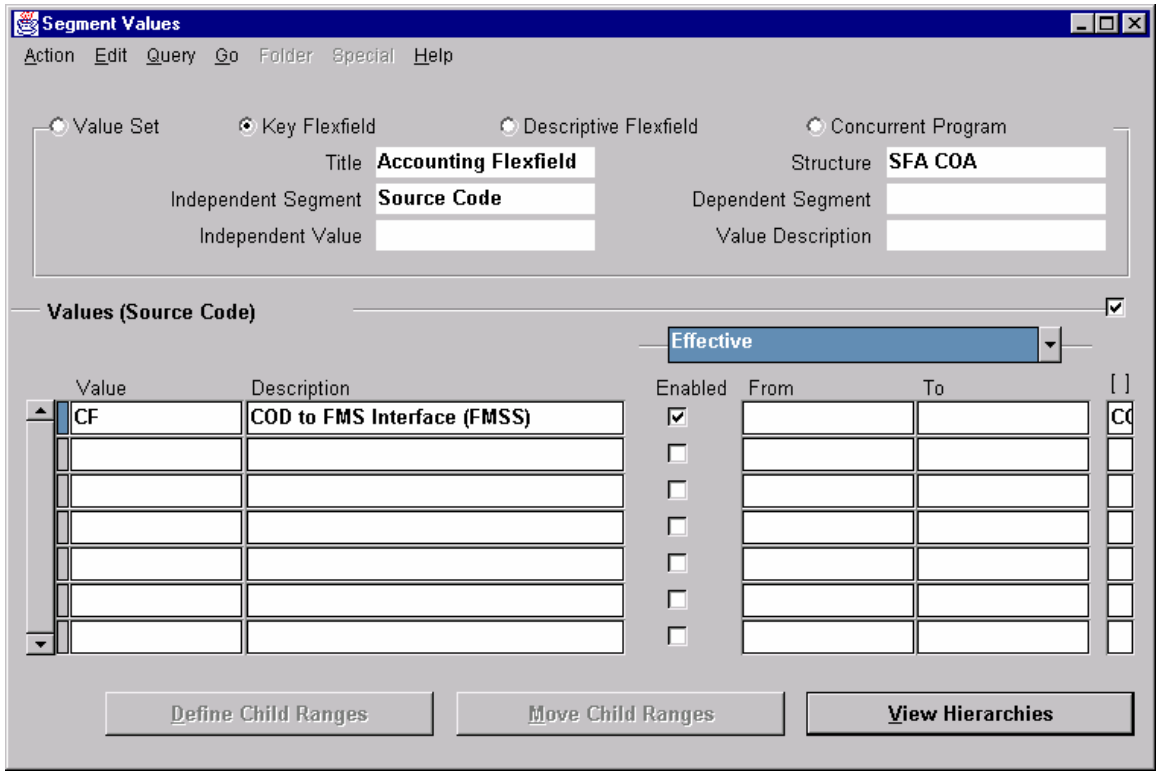
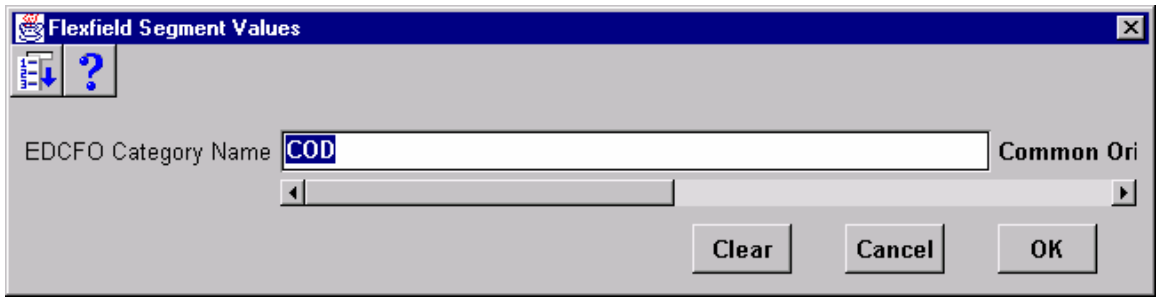
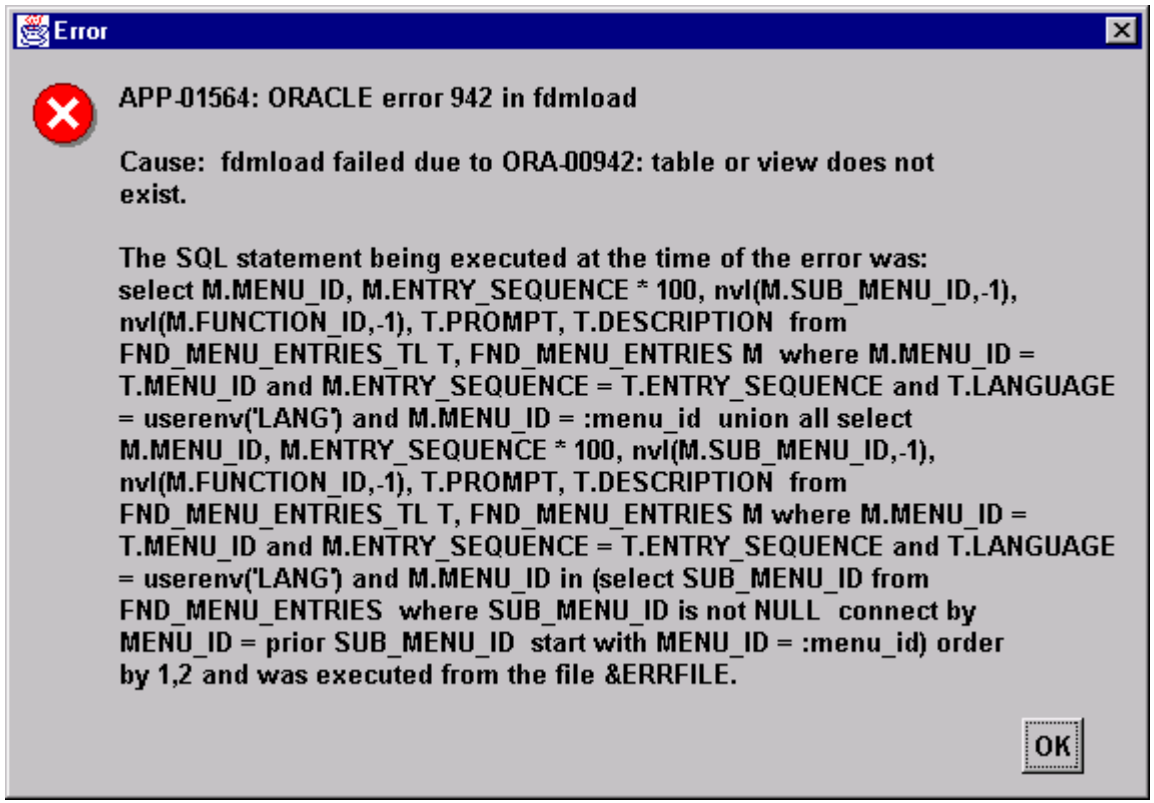
Clear
Find

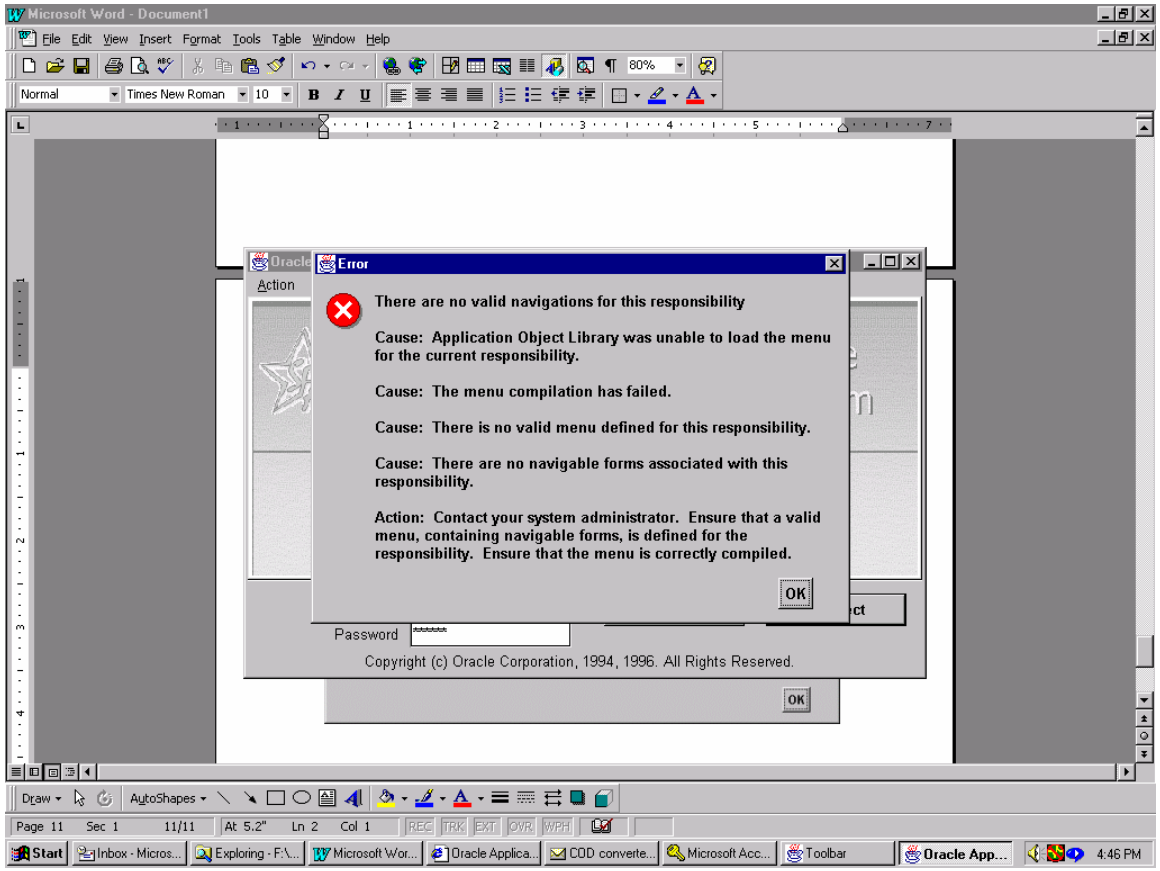

Segment Values
Action Edit Query Go Folder Special Help
Value Set
Key Flexfield
Descriptive Flexfield
Concurrent Program
Title
Accounting Flexfield
Structure
SFA COA
Independent Segment
Source Code
Dependent Segment
Independent Value
Value Description
Values (Source Code)
Effective
Value
Description
Enabled
From
To
CD
COD to FMS Interface (Non FMSS)
Define Child Ranges
Move Child Ranges
View Hierarchies


Flexfield Segment Values
EDCFO Category Name
NON EDCFO DATA
Data Not sen
Clear
Cancel
OK


Segment Values
Action Edit Query Go Folder Special Help
Value Set
Key Flexfield
Descriptive Flexfield
Concurrent Program
Title
Accounting Flexfield
Structure
SFA COA
Independent Segment
Source Code
Dependent Segment
Independent Value
Value Description
Values (Source Code)
Effective
Value
Description
Enabled
From
To
CF
COD to FMS Interface (FMSS)
Define Child Ranges
Move Child Ranges
View Hierarchies


Flexfield Segment Values
EDCFO Category Name
COD
Common Ori
Clear
Cancel
OK


Error
APP-01564: ORACLE error 942 in fdmload
Cause: fdmload failed due to ORA-00942: table or view does not exist.
The SQL statement being executed at the time of the error was:
select M.MENU_ID, M.ENTRY_SEQUENCE * 100, nvl(M.SUB_MENU_ID,-1), nvl(M.FUNCTION_ID,-1), T.PROMPT, T.DESCRIPTION from FND_MENU_ENTRIES_TL T, FND_MENU_ENTRIES M where M.MENU_ID = T.MENU_ID and M.ENTRY_SEQUENCE = T.ENTRY_SEQUENCE and T.LANGUAGE = userenv('LANG') and M.MENU_ID = :menu_id union all select M.MENU_ID, M.ENTRY_SEQUENCE * 100, nvl(M.SUB_MENU_ID,-1), nvl(M.FUNCTION_ID,-1), T.PROMPT, T.DESCRIPTION from FND_MENU_ENTRIES_TL T, FND_MENU_ENTRIES M where M.MENU_ID = T.MENU_ID and M.ENTRY_SEQUENCE = T.ENTRY_SEQUENCE and T.LANGUAGE = userenv('LANG') and M.MENU_ID in (select SUB_MENU_ID from FND_MENU_ENTRIES where SUB_MENU_ID is not NULL connect by MENU_ID = prior SUB_MENU_ID start with MENU_ID = :menu_id) order by 1,2 and was executed from the file &ERRFILE.
OK


Microsoft Word - Document1
File Edit View Insert Format Tools Table Window Help
Normal Times New Roman 10
Oracle
Action
Error
There are no valid navigations for this responsibility
Cause: Application Object Library was unable to load the menu for the current responsibility.
Cause: The menu compilation has failed.
Cause: There is no valid menu defined for this responsibility.
Cause: There are no navigable forms associated with this responsibility.
Action: Contact your system administrator. Ensure that a valid menu, containing navigable forms, is defined for the responsibility. Ensure that the menu is correctly compiled.
OK
Password
Copyright (c) Oracle Corporation, 1994, 1996. All Rights Reserved.
OK
Draw AutoShapes
Page 11 Sec 1 11/11 At 5.2" Ln 2 Col 1
Start Inbox - Micros... Exploring - F:\... Microsoft Wor... Oracle Applica... COD converte... Microsoft Acc... Toolbar Oracle App... 4:46 PM

Oracle Tutor Phase III HTML Exact File Names

File Name	Exact Procedure Name	Responsibility(s)
PROA0015	AP Transfer to GL	SFA (Program) Payables SuperUser
PROA0021	Review and Post a Journal Entry	SFA CFO General Ledger SuperUser, SFA (Program) GL User
PRO0001	Load COD Transactions into FMS	SFA CODX SuperUser
PRO0002	Create COD Invoices in FMS	SFA CODX SuperUser
PRO0003	Approve COD Invoices in FMS	SFA DLOR Manager SFA Pell Manager
PRO0004	Create Journals in GL for AP Transactions	SFA CFO General Ledger SuperUser
PRO0005	Load GAPS to FSA FMS Transactions	SFA IPPP Manager
PRO0006	Send GAPS Transactions to COD	SFA CODX SuperUser
PRO0007	Load COD to FSA FMS Vendor Updates	SFA CODX SuperUser
PRO0008	Send FSA FMS Responses to COD	SFA CODX SuperUser
PRO0009	Process COD Responses to FSA FMS	SFA CODX SuperUser
PROB0004	Process the Unpaid Teacher Cancellation Liabilities (UTCL) File	SFA CBS Manager
PROB0005	Process the eCB UTCL Reversal	SFA CBS Manager

Oracle Tutor Phase III Standard File Naming Convention

File Name Heading	Procedure Name
PROA	SFA CFO Accounting Division Procedures
PROB	Campus Based
PROC	DCS/FFEL Lender
PROD	Direct Loan
PROF	
PROG	FFEL GA Financial Partners
PROL	LEAP/SLEAP
PRON	
PROO	
PROP	PELL
PROS	
PROV	
PROX	SFA FMS Cross Program Functions
File Name Heading	**Reference Name**
REFA	SFA CFO Accounting Business Processes

File Name	Exact Procedure Name
PROA0001	Entering Journal Entries Using ADI
PROA0002	Entering Manual Journal Entries Using Oracle GL
PROA0003	Create a Payment Batch
PROA0004	Modify a Payment Batch
PROA0005	Format a Payment Batch
PROA0006	Confirm a Payment Batch
PROA0007	Transfer Treasury Disbursement File to FTP Site
PROA0008	Cancel a Payment Batch
PROA0009	Maintaining Account Mapping
PROA0010	Posting Manual Journal Entries Using Oracle GL
PROA0011	Confirming Account Balances in Oracle GL
PROA0012	Approving an Invoice (Cross-Program)
PROA0013	Treasury Confirmation
PROA0014	View and Print Trial Balance
PROA0015	AP Transfer to GL
PROA0016	Review a Journal Entry in GL
PROA0017	Enter Manual Supplier Information
PROA0018	Create an Invoice
PROA0019	Process a Payment Batch
PROA0020	Approve and Review an Invoice Batch
PROB0001	Campus Based Job Aid - Non GAPS
PROB0002	Correcting Journal Import Data (Campus Based)
PROB0003	Correcting Payables Open Interface Data (Campus Based)
PROC0001	DCS/FEEL Lender Job Aid
PROC0002	Load Raytheon Accounting File onto FMS
PROD0001	ACS FARS Job Aid
PROD0002	Direct Loan Job Aid - GAPS
PROD0003	Direct Loan Job Aid - Non GAPS
PROD0004	Delete or Cancel an Invoice
PROF	
PROG0001	FFEL-GA Financial Partners Users Guide
PROG0002	Review, Accept, or Reject Form 2000 Reports
PROG0003	Access GA Monthly/Quarterly Reports
PROG0004	Accept GA Reports
PROG0005	Reject GA Reports
PROG0006	Review and Approve Form 2000 Invoice for Payment
PROG0007	Search for Invoices
PROG0008	Approve Invoice
PROG0009	Place an Invoice on Hold
PROG0010	Release a Hold
PROG0011	System Holds
PROG0012	Create and Approve Miscellaneous Invoices for Payment
PROG0013	Review and Approve LPIF Invoices for Payment
PROG0014	Create and Approve AMF Invoices
PROG0015	Maintain GA Information

PROG0016	Run Reports
PROG0017	View and Print GA Statement of Account
PROG0018	Sign Off
PROL0001	Overview of the SFA LEAP/SLEAP Financial Partners Channel
PROL0002	Search for a Submitted Application Form 1288
PROL0003	Review, Approve, and Reject the Application Form 1288
PROL0004	SFA Directory Maintenance Form
PROL0005	View and Edit SFA LEAP/SLEAP State Forms Listing
PROL0006	Form Certification and Running the Award Calculation Program
PROL0007	Create and View Reports (including the Award Notification)
PROL0008	Printing LEAP/SLEAP Forms and Reports
PRON	
PROO	
PROP0001	Pell Job Aid - Non GAPS
PROP0002	Correcting Journal Import Data (PELL)
PROP0003	Correcting Payables Open Interface Data (PELL)
PROS	
PROV	
PROX0001	System Access/User Name and Password
PROX0002	First Time Sign-On--Installing Jinitiator
PROX0003	System Access/Sign-On
PROX0004	Navigating in Oracle
PROX0005	Run, View and Print Reports
PROX0006	Sign-Off
PROX0007	View Requests

File Name	Exact Reference Name
REFA0001	SFA General Ledger Reconciliation Guide

File Name Heading	Procedure Name
PROA	CFO Accounting
PROB	Campus Based
PROC	DCS/FFEL Lender
PROD	Direct Loans
PROF	FARS
PROG	FFEL GA Financial Partners
PROL	LEAP/SLEAP FPO
PRON	Direct Loan Consolidation
PROO	Direct Loan Origination & Disbursement
PROP	PELL
PROV	Direct Loan Servicing
PROX	Applicable To All Internal SFA Users

File Name Heading	Reference Name
REFA	SFA Accounting Business Processes

AP Transfer to GL

Scope

The SFA CFO Accounting Division can manually transfer Accounts Payable entries to the General Ledger.

System References

N/A

Policy

N/A

Responsibility

SFA (Program) Payables SuperUser

Distribution

N/A

Ownership

N/A

Activity Preface

SFA (Program) Payables SuperUser

1. Login to SFA FMS using the SFA *(Program)* Payables SuperUser responsibility.

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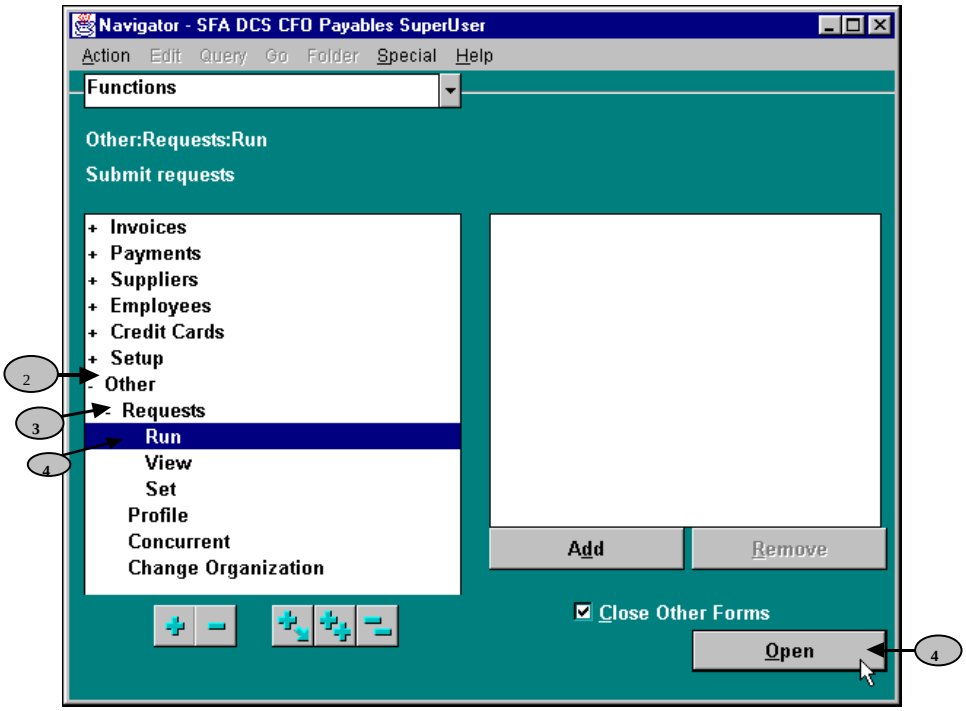
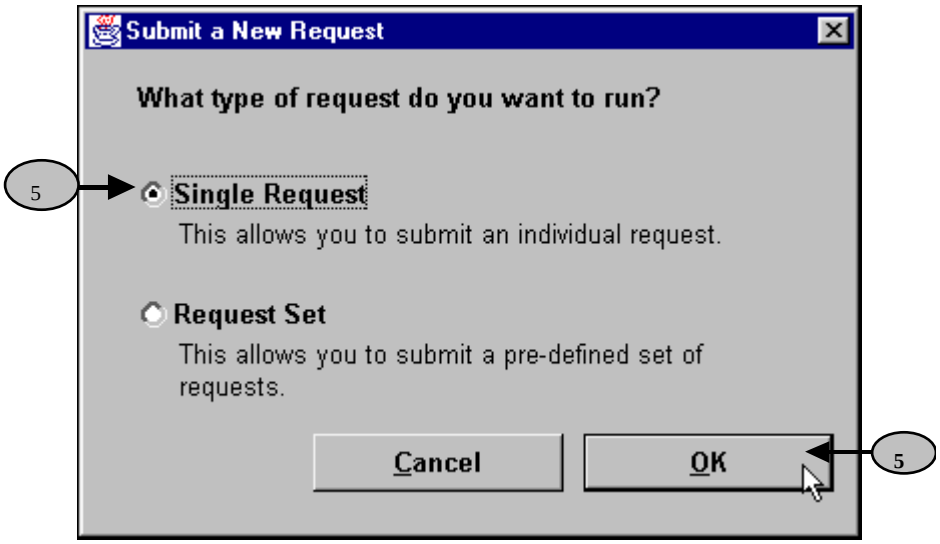


2. From the "Navigator" window, double-click **Other**. The Other sub-menu appears.

3. Double-click **Requests**. The Requests sub-menu appears.

4. Click **Run** and click the **Open** button. The "Submit a New Request" window appears.



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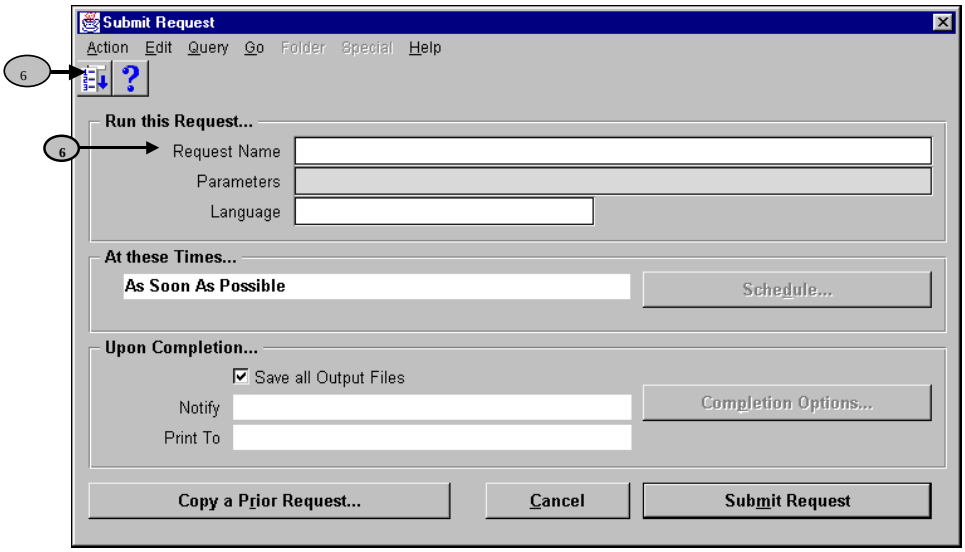
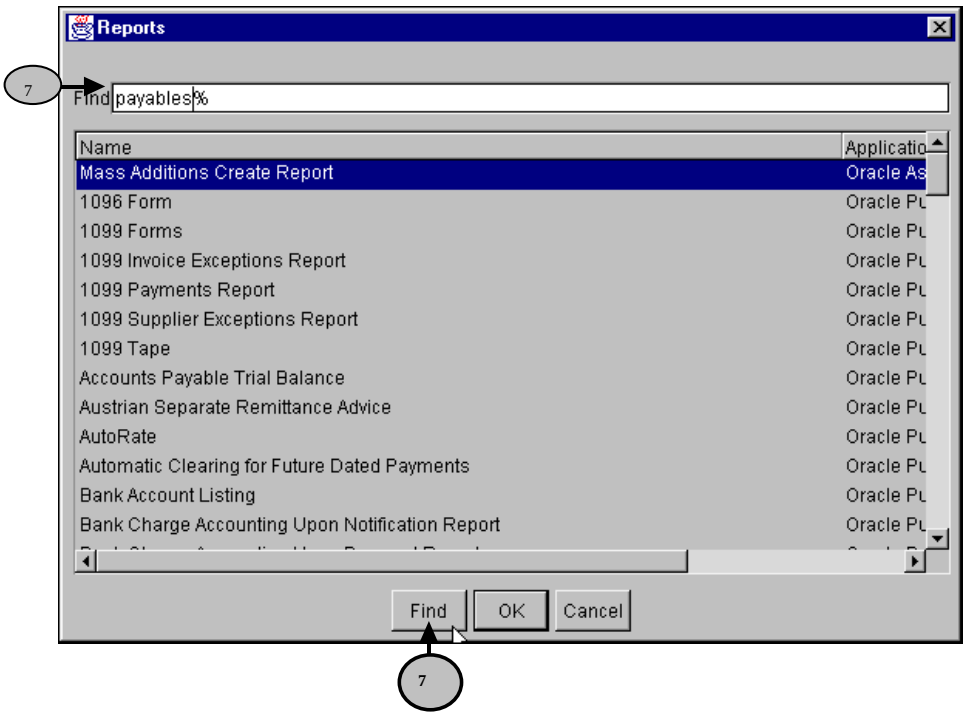
5. Verify that the **Single Request** option is checked and click the **OK** button. The "Submit Request" window appears.



6. With the cursor in the **Request Name** field, click on the **List of Values** icon. The "Reports" window appears showing all available reports.



7. To narrow your search for the appropriate report, **type** the word "payables" in front of the percent sign in the Find field and click the

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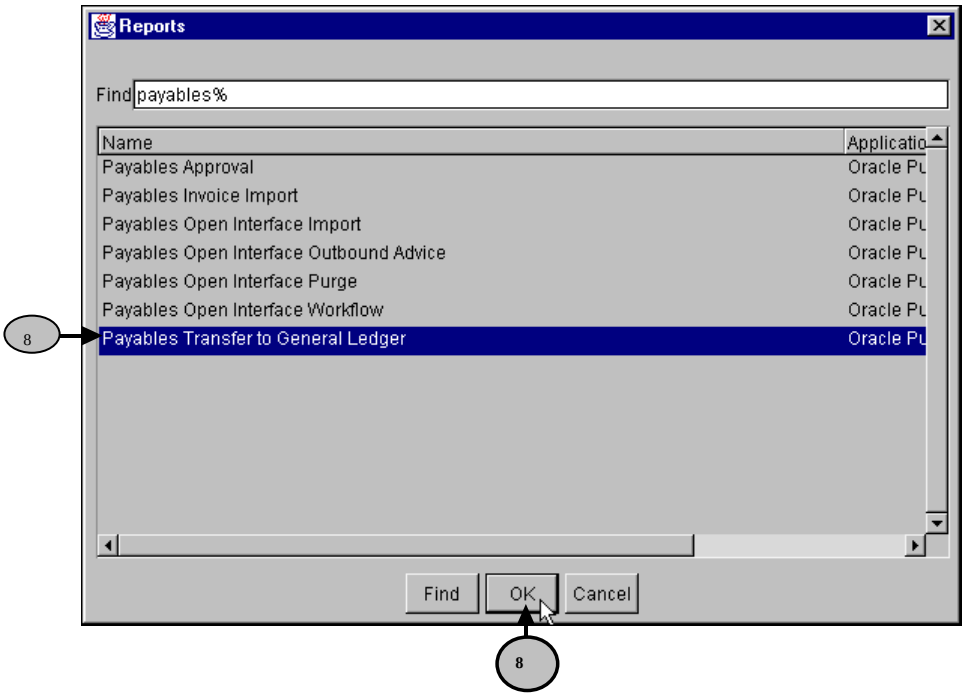
Find button. The reports window now shows only those reports that begin with the word payables.



8. Select the **Payables Transfer to General Ledger** Report and click the **OK** button. The "Parameters" window appears.

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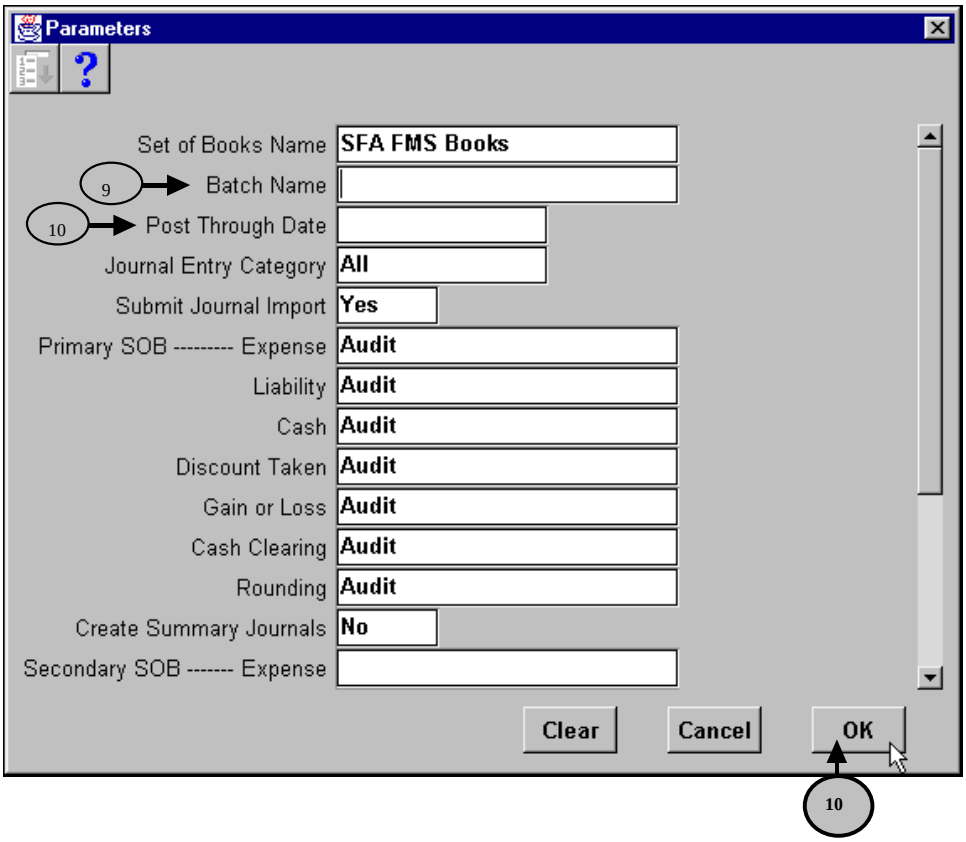

9. **Create** a batch name for the report and **type** it into the Batch Name field.

FYI: You can give the batch any name you wish, however, for consistency, it is recommended that the schedule number be used for this parameter.

10. **Type** tomorrow's date in the Post Through Date field and click the **OK** button. The "Submit Request" window appears with the "Run this Request…." Section populated.

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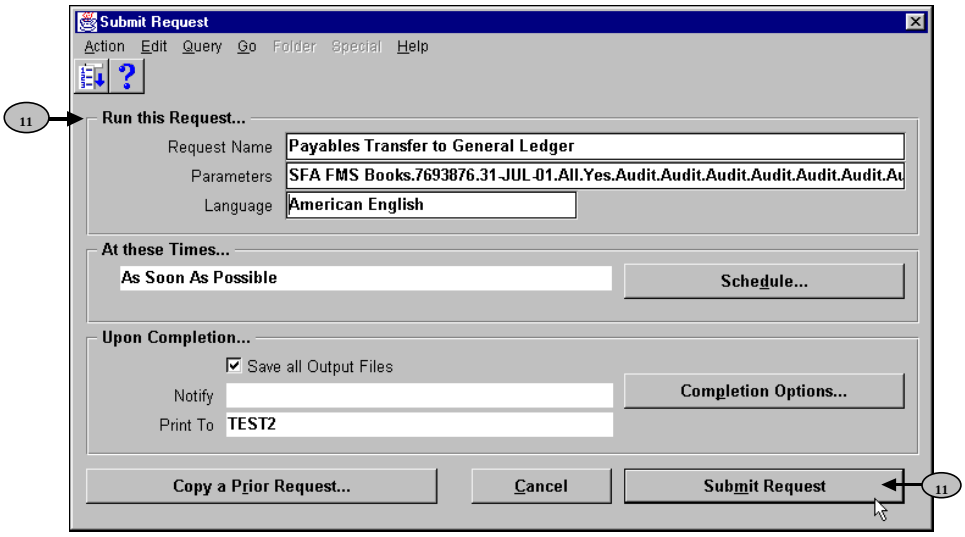
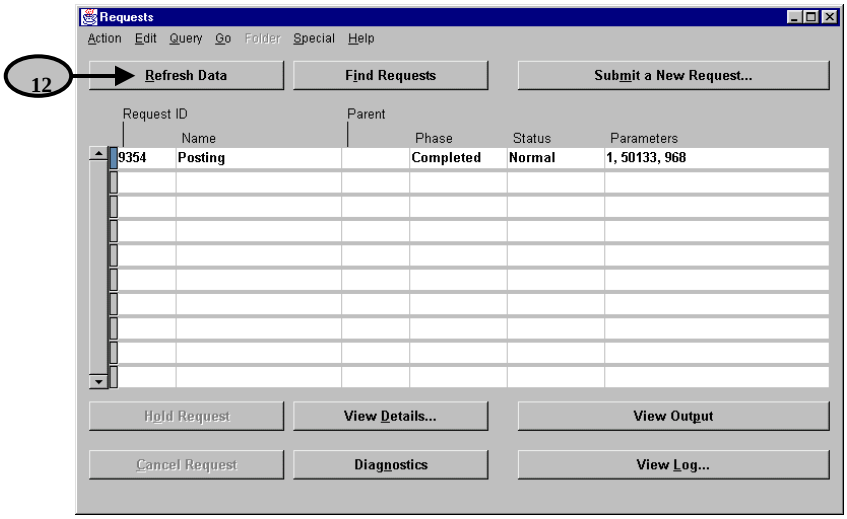


11. Verify that the information in the "Run this Request" section is accurate and click the **Submit Request** button. The "Requests" window appears.



12. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal, Warning and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

End of activity.

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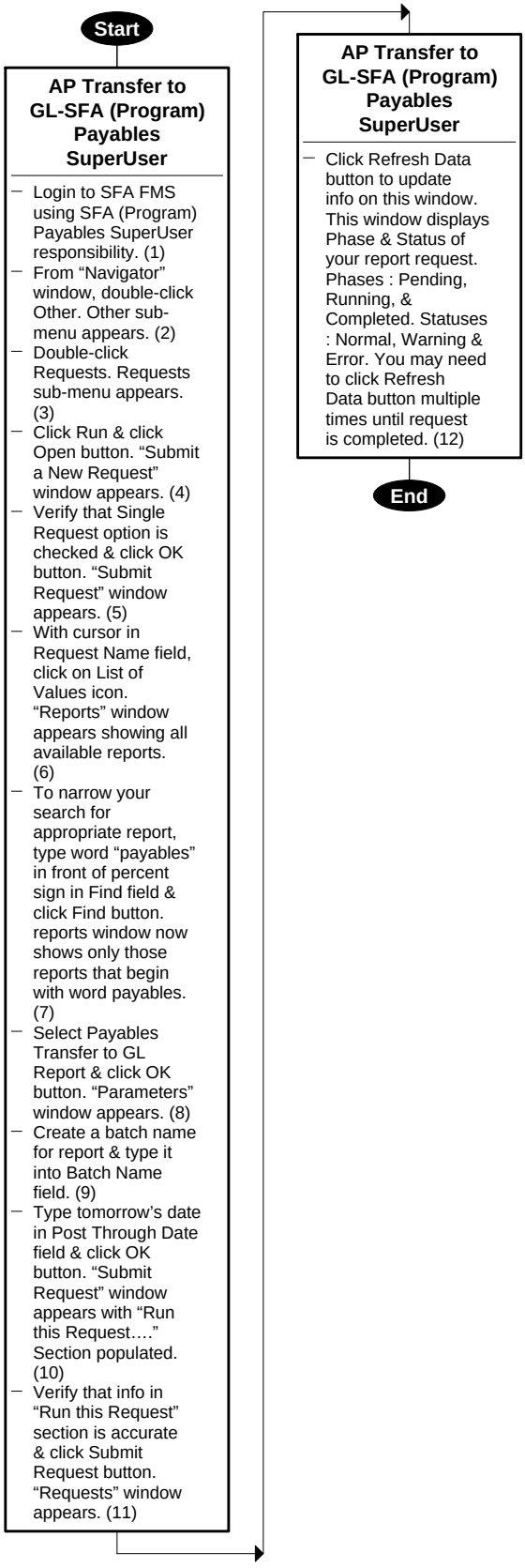

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Review and Post a Journal Entry

Scope

This procedure covers how to review and post a journal entry into the FMS General Ledger.

System References

N/A

Policy

N/A

Responsibility

SFA CFO General Ledger SuperUser

Distribution

SFA CFO Accounting Division

Ownership

SFA CFO Accounting Division

Activity Preface

SFA CFO Accounting Division performs this activity whenever it needs to review and post a journal entry into the FMS General Ledger.

SFA CFO General Ledger SuperUser

1. Sign onto Oracle FMS using the "SFA CFO General Ledger SuperUser." The "Navigator" window opens.

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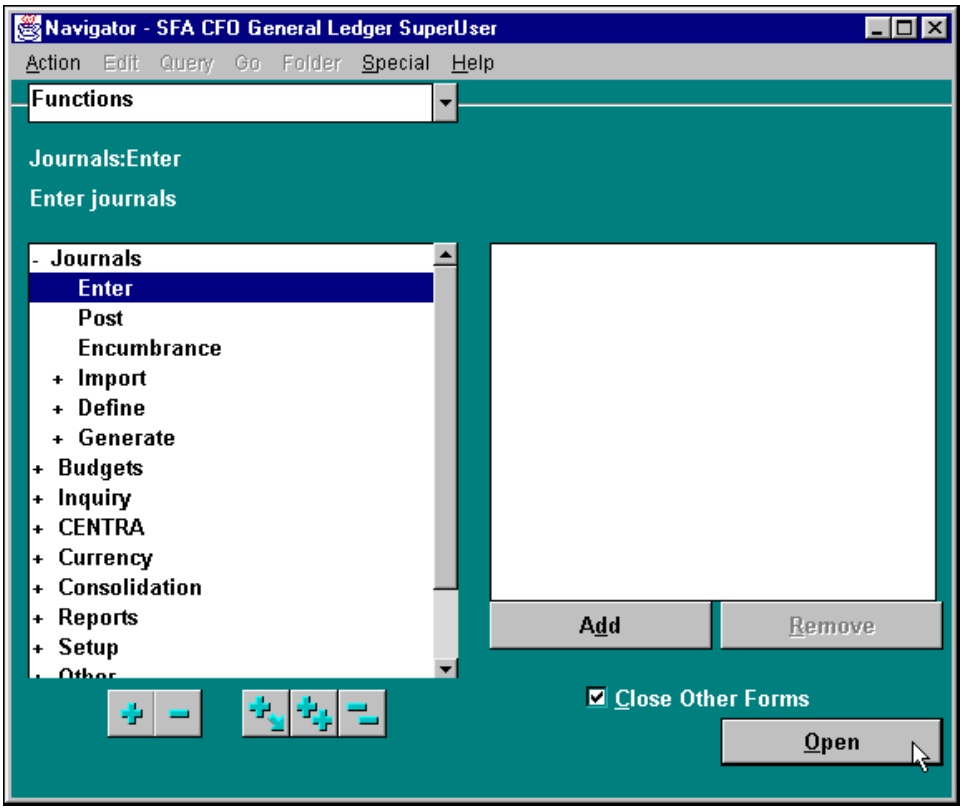
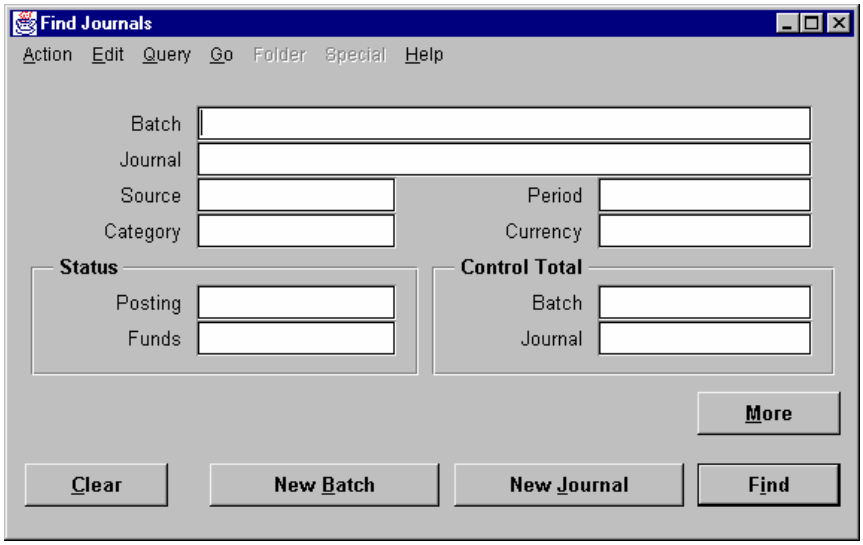


2. From the “Navigator” window, Double-Click **Journals.** The Journal sub-menu appears.

3. Double-Click **Enter**. The ”Find Journals” window appears.



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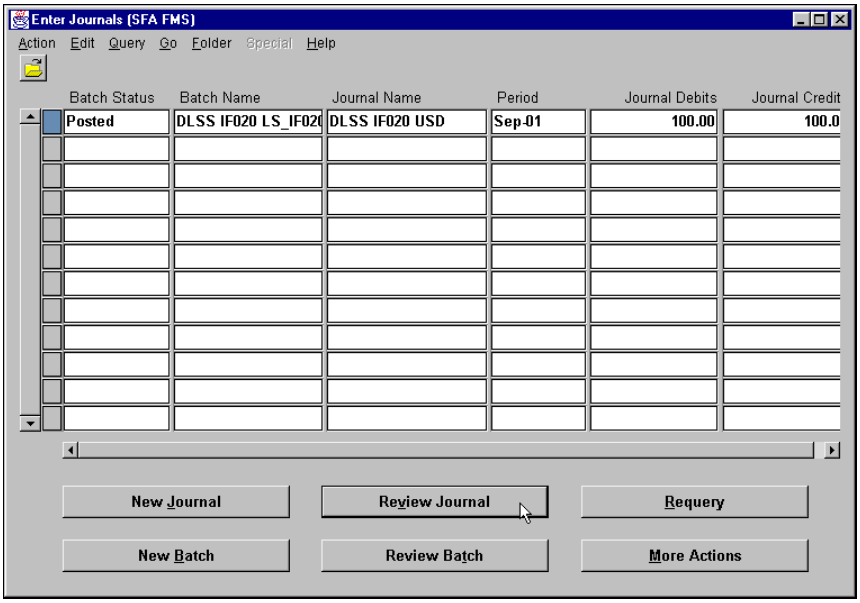
4. From the “Find Journals” window, Enter your search criteria in the appropriate field(s).

FYI: The % sign can be used as a wildcard when searching in SFA FMS. Rather than typing the entire batch name (or any field by which you choose to search), type the first few characters followed by the % sign to find all batches with names that begin with those characters.

5. Click the **Find** button. The “Enter Journals” window appears.



6. Ensure the appropriate row is highlighted and click the **Review Journal** button. The “Journals” window appears.

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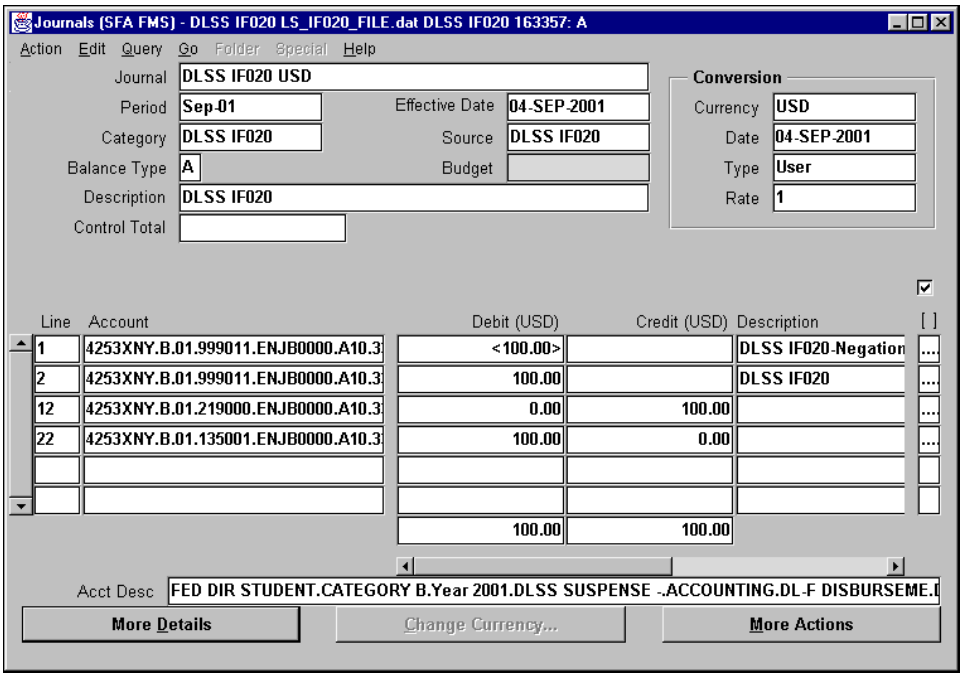
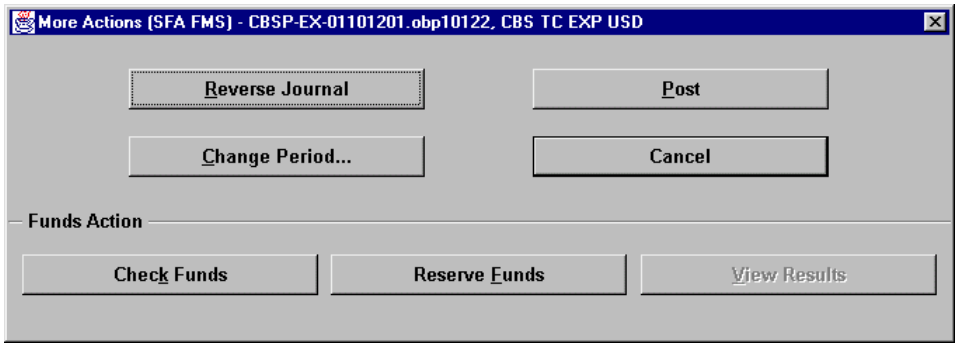


7. Review the journal to ensure accuracy of the debits and credits.

8. Click the More Actions button. The More Actions window appears.



9. Click the Post button. A Note window appears displaying your concurrent request ID.

10. Click the OK button. The Note window closes, and the Journals window returns.

11. To check for the most current status, click the More Details button. The More Details window appears with the Posting Status now displaying “Posted.”

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12. Click the **X** button to close the “Enter Journals” window. The “Navigator” window appears.

End of activity.

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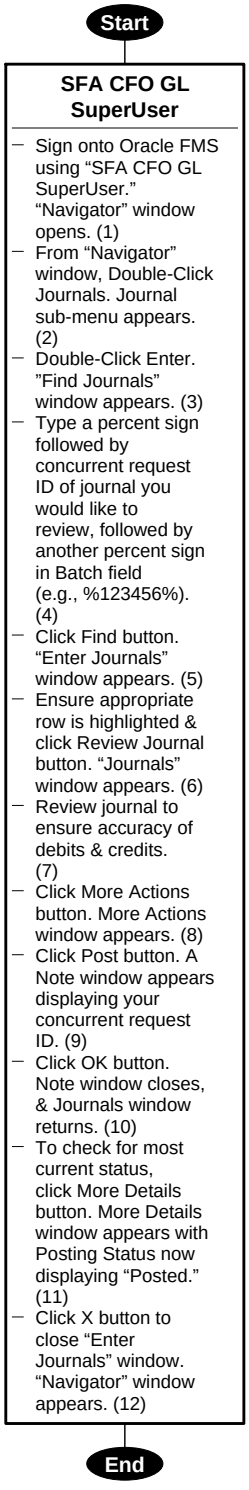

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Process the Unpaid Teacher Cancellation Liabilities (UTCL) File in FMS

Scope

This procedure details how to process the UTCL file in FMS.

System References

N/A

Policy

N/A

Responsibility

SFA CBS Manager

Distribution

N/A

Ownership

N/A

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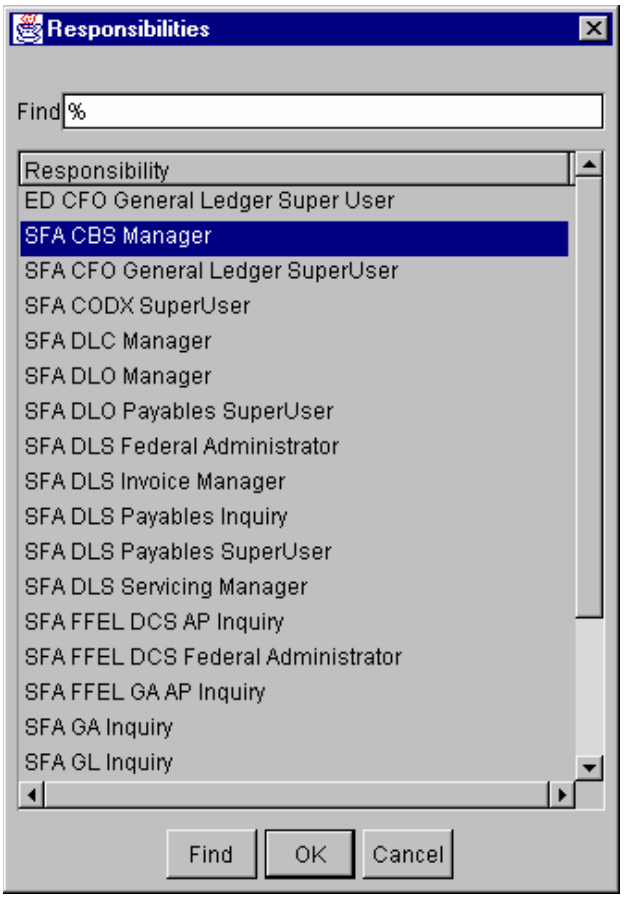
Activity Preface

This procedure details how to process the UTCL file in FMS. eCB will send a UTCL file once/per year on June 30th. Since UTCLs are cumulative snapshots of accrued unpaid Teacher Cancellation liabilities for any one year, it is important that FSA-CFO reverse the "previous-year UTCL journal batch" before importing the "subsequent-year UTCL file" into the FMS General Ledger. This procedure to reverse the previous-year UTCL journal batch should be performed before executing this procedure: see "Process the eCB UTCL ReversaL" procedure.

SFA CBS Manager

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. From the "Responsibilities" window, Select the **SFA CBS Manager** responsibility. The "Navigator" Window appears.

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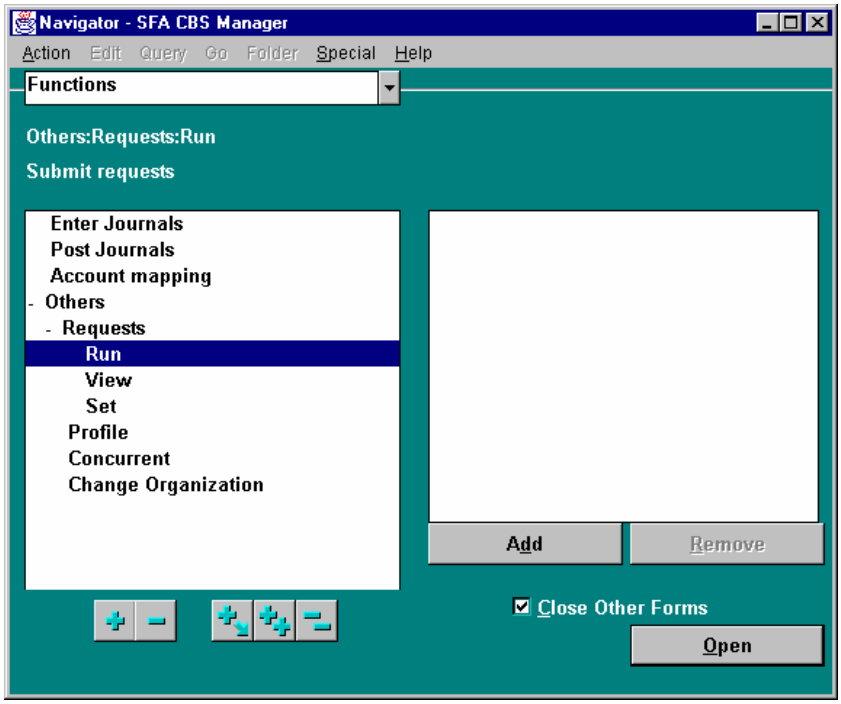
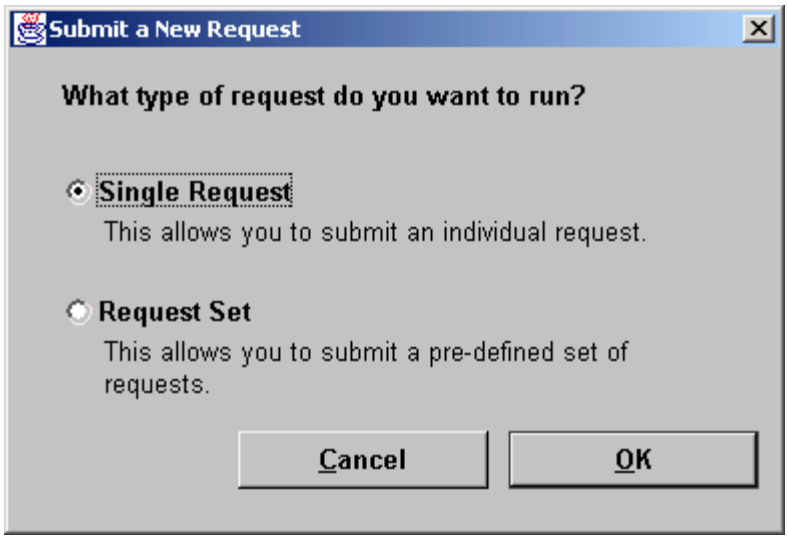


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.

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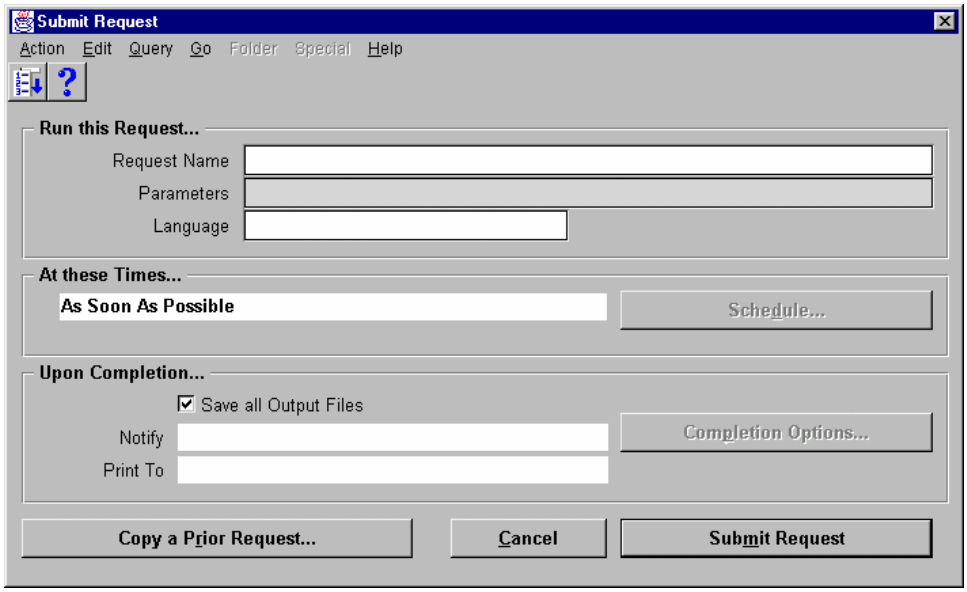
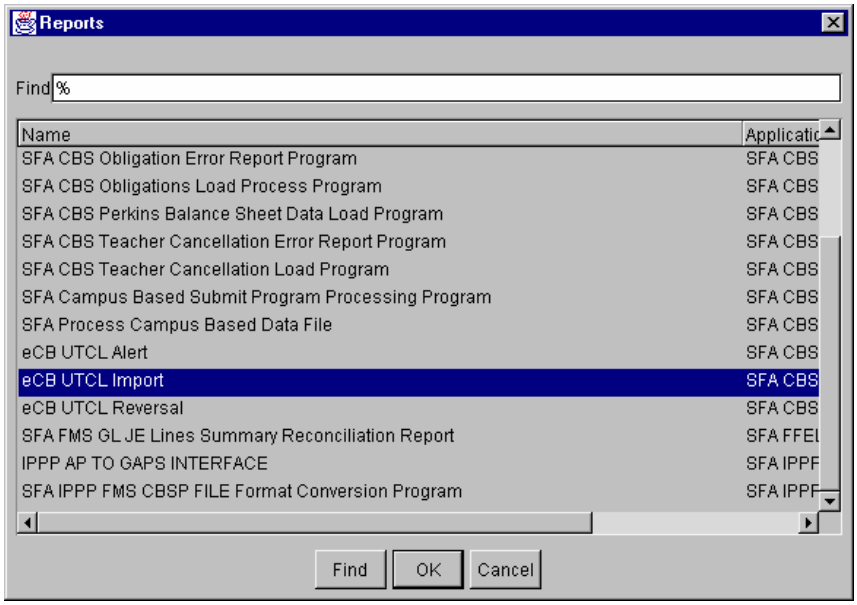


7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. Select "eCB UTCL Import" request name and click the **OK** button**.** The "Submit Request" window appears.

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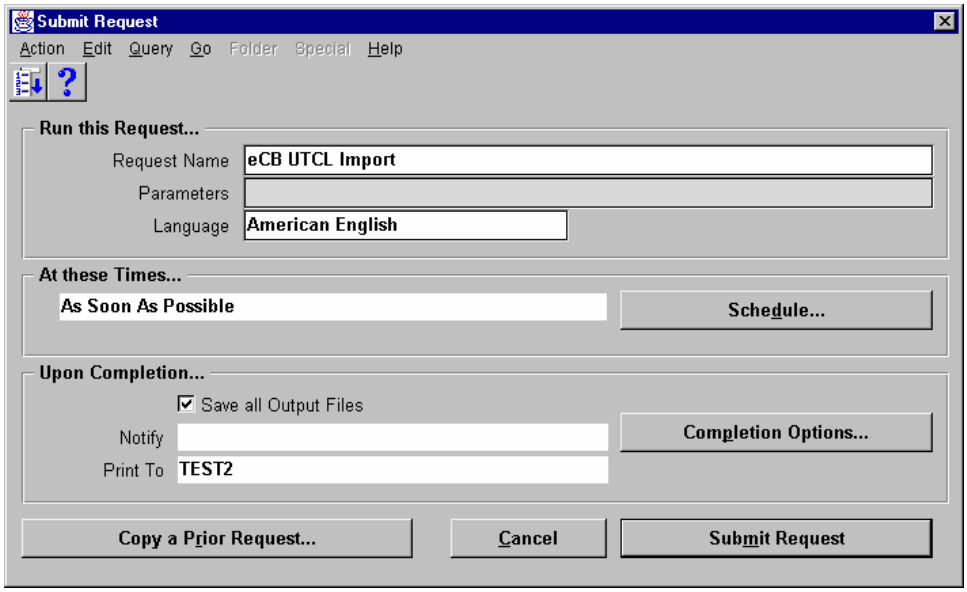
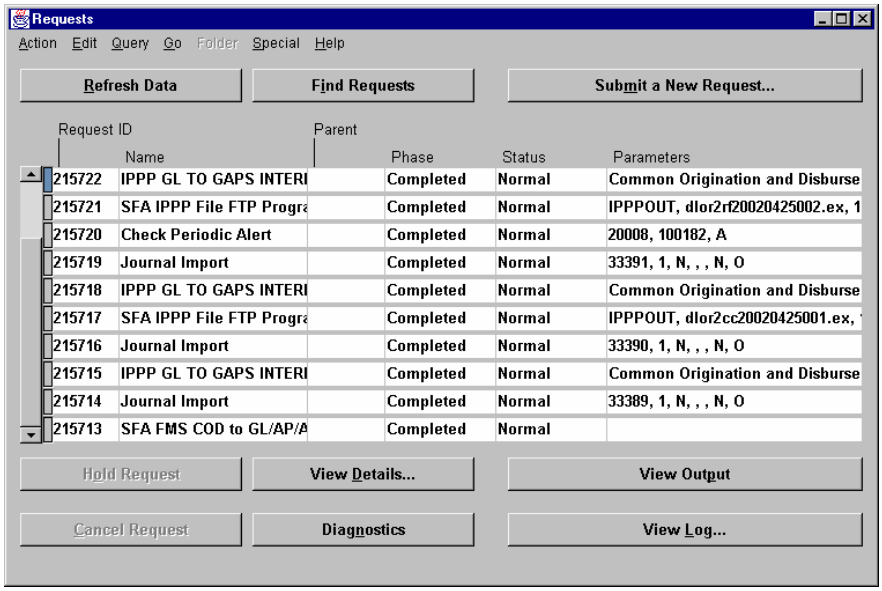


9. Click the **Submit Request** button. The "Requests" window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

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11. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In order to check on the progress of your requests, maximize the “Requests” window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

13. Highlight the **eCB UTCL Import Log** and click on the “View Log” button, and verify that no errors occurred. If any errors exist, contact FMS Operations to resolve.

14. From the Request window: highlight the applicable **Journal Import** and click on the “View Output” button. Verify that the status = success and that no errors have occurred. Record the **Journal Batch Name** and **Request ID** for use when posting the journal. If errors did occur in the **Journal Import** (status = error), see User Guide for “Correcting GL Journal Imports”. Record the **Journal Batch Name** and **Group ID** for use when correcting the journal.

15. Proceed to the “Review and Post a Journal “ procedure.

End of activity.

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Process the Unpaid Teacher Cancellation Liabilities (UTCL) File in FMS

Scope

This procedure details how to reverse the previous-year UTCL journal batch in FMS.

System References

N/A

Policy

N/A

Responsibility

SFA CBS Manager

Distribution

N/A

Ownership

N/A

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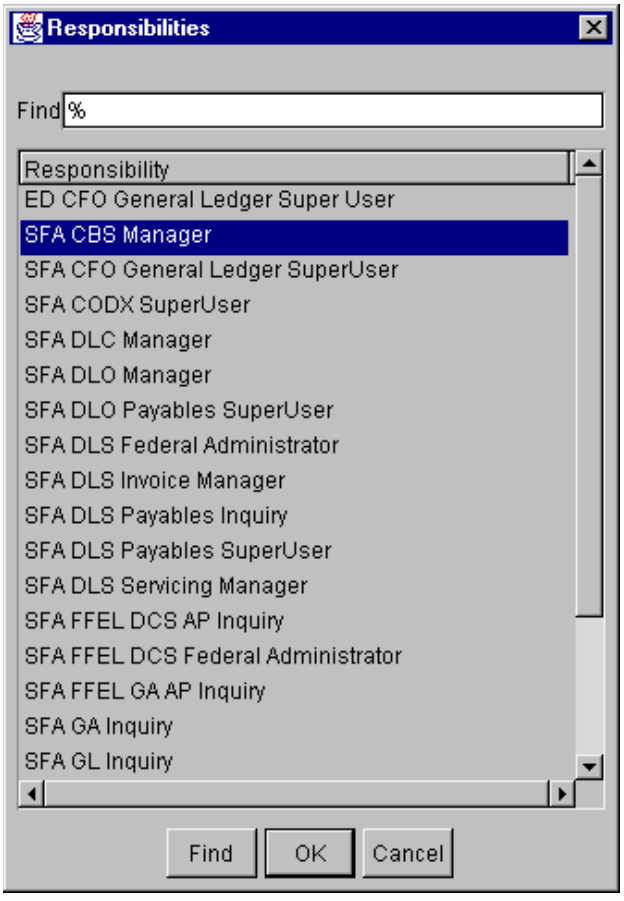
Activity Preface

This procedure details how to reverse the previous-year UTCL journal batch in FMS. This process must occur before FMS can process the current-year UTCL. eCB will send a UTCL file once/per year on June 30th. Since UTCLs are cumulative snapshots of accrued unpaid Teacher Cancellation liabilities for any one year, it is important that FSA-CFO reverse the "previous-year UTCL journal batch" before importing the "subsequent-year UTCL file" into the FMS General Ledger.

SFA CBS Manager

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. From the "Responsibilities" window, Select the **SFA CBS Manager** responsibility. The "Navigator" Window appears.

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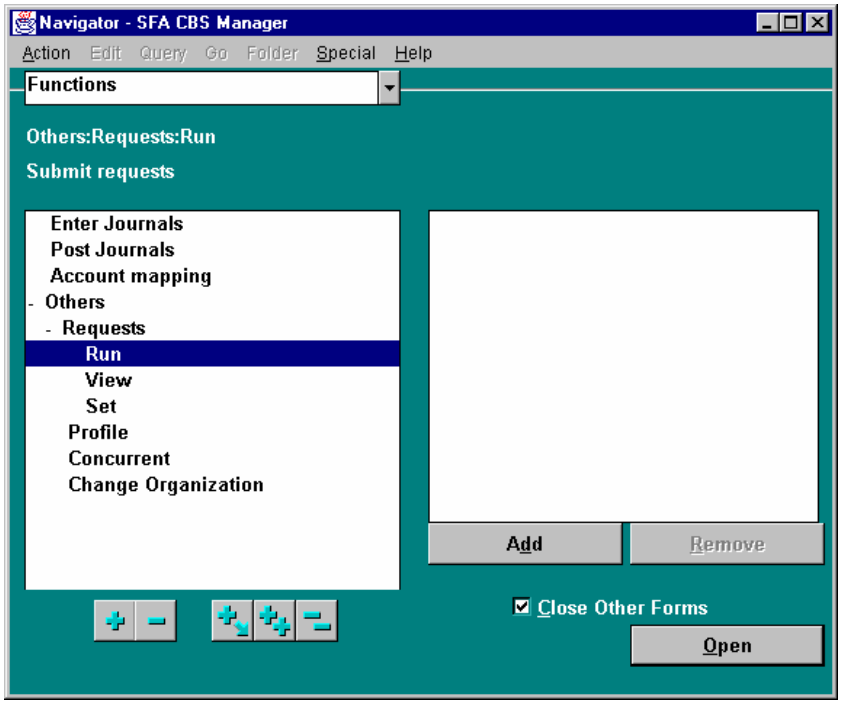
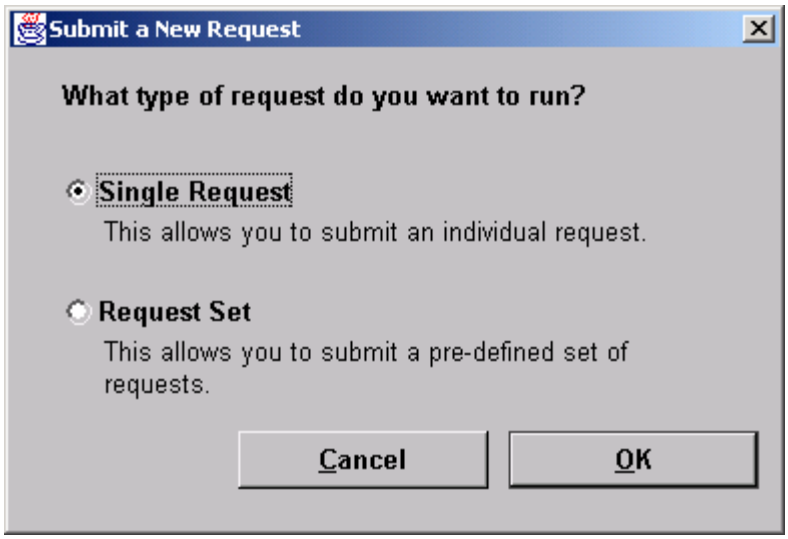


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.

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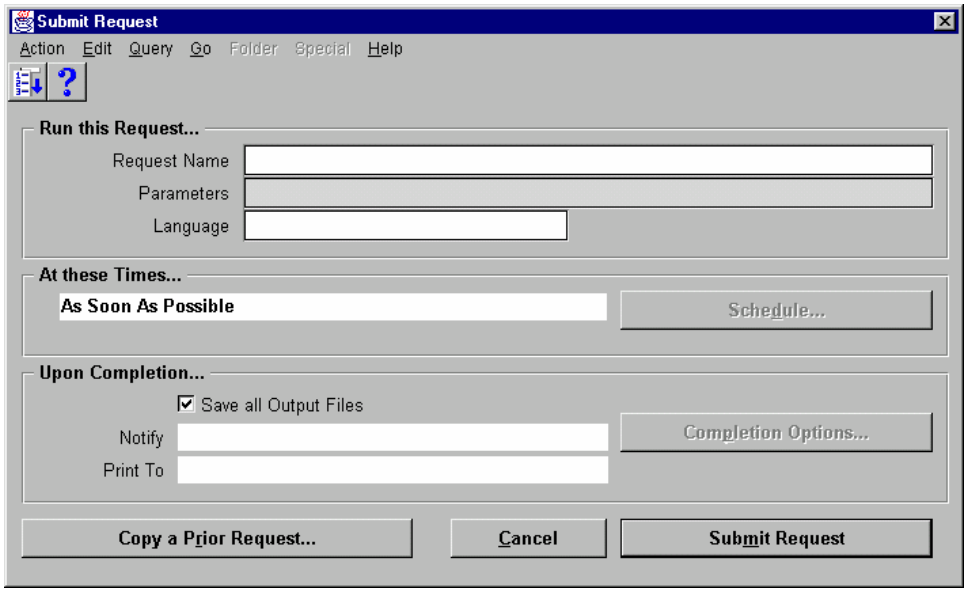
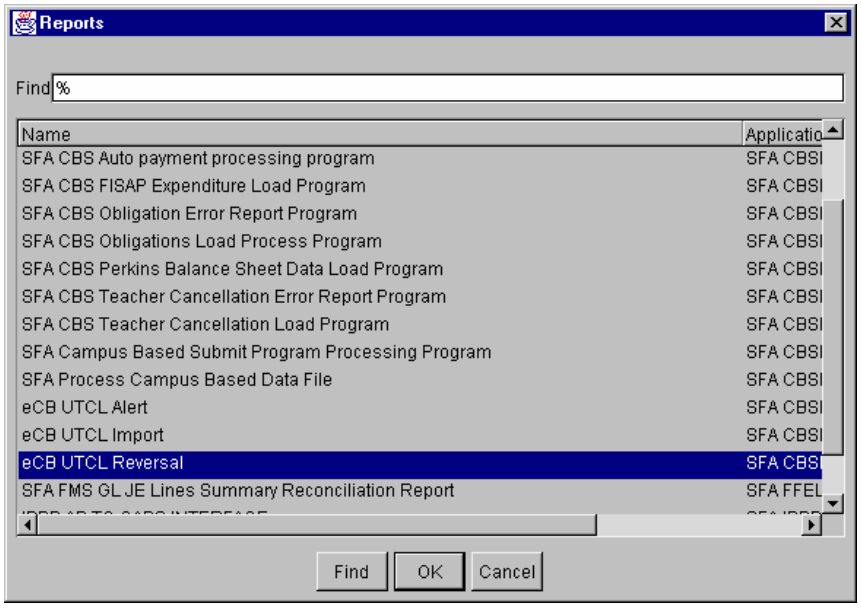


7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. Select "eCB UTCL Reversal" request name and click the **OK** button**.** The "Submit Request" window appears.

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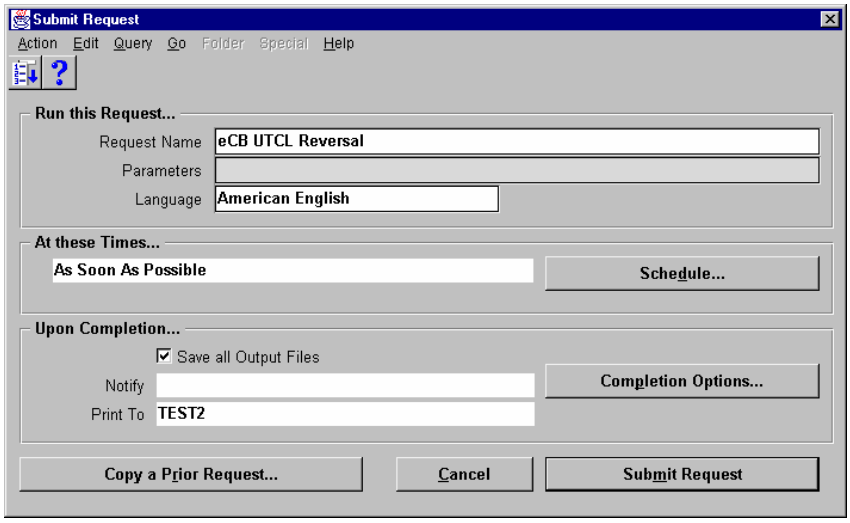
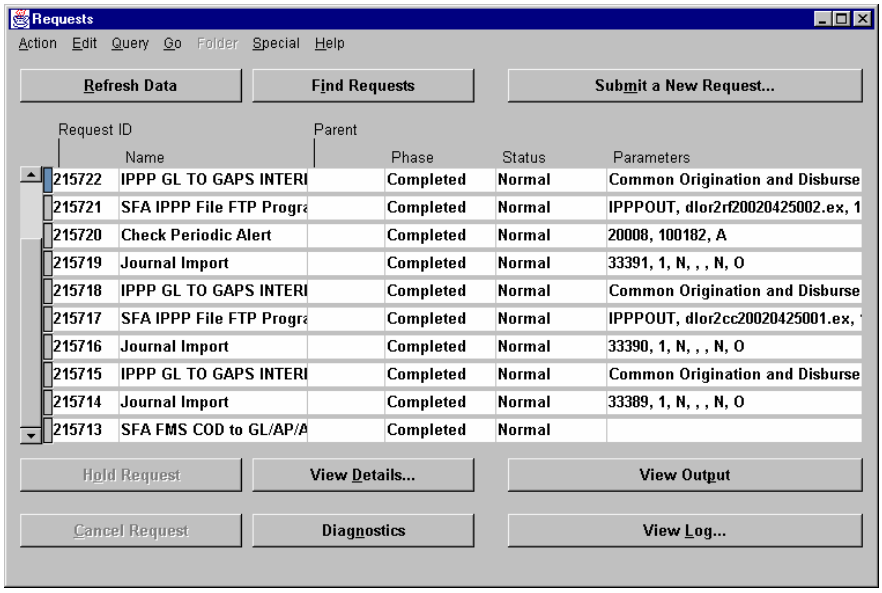


9. Click the **Submit Request** button. The "Requests" window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In

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order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

13. From the Requests window, Highlight the **eCB UTCL Reversal Log** and click on the "View Log" button, and verify that no errors occurred. If any errors exist, contact FMS Operations to resolve.

14. From the Request window: highlight the applicable **Journal Import** and click on the "View Output" button. Verify that the status = success and that no errors have occurred. Record the **Journal Batch Name** and **Request ID** for use when posting the journal. If errors did occur in the **Journal Import** (status = error), see User Guide for "Correcting GL Journal Imports". Record the **Journal Batch Name** and **Group ID** for use when correcting the journal.

15. Proceed to the "Review and Post a Journal " procedure.

End of activity.

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Load COD Transactions into FMS

Scope

This process loads the financial transactions from the FSA FMS transition tables into the FSA FMS system.

During the FMS COD automated process, GL transactions are processed directly into the GL, journals are created for posting, and GL files to be sent to GAPS are created. AP transactions are not processed directly into the AP module. Rather, this procedure loads them into the AP Open Interface table where the invoices then are executed in the FMS COD automated process (See **Activity Preface** below for a detailed, chronological list of these procedures).

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

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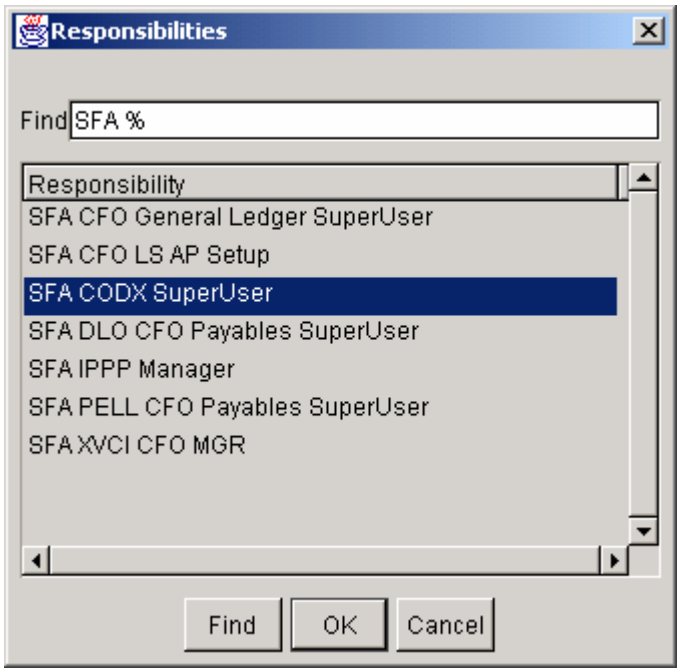
Activity Preface

The procedure steps below describe how to process the COD transactions in FMS. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS (documented in this procedure)
2. Run COD Vendor Interface
3. Send FSA FMS Responses to COD
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Process COD Responses to FSA FMS
9. Load GAPS to FSA FMS Transactions
10. Send GAPS Transactions to COD
11. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



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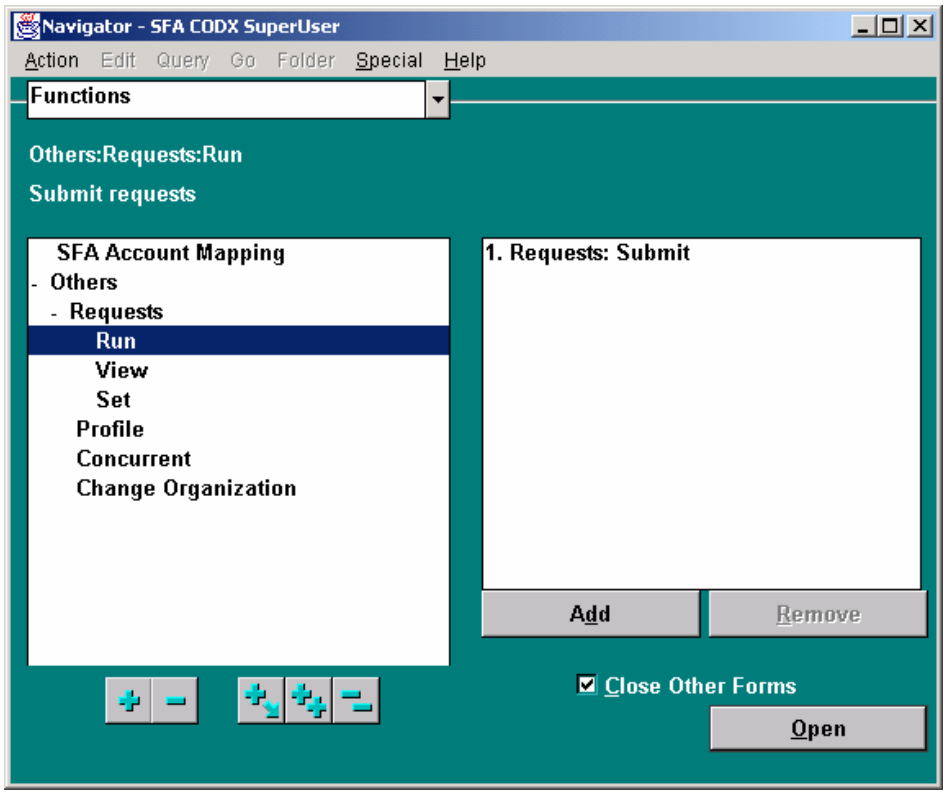
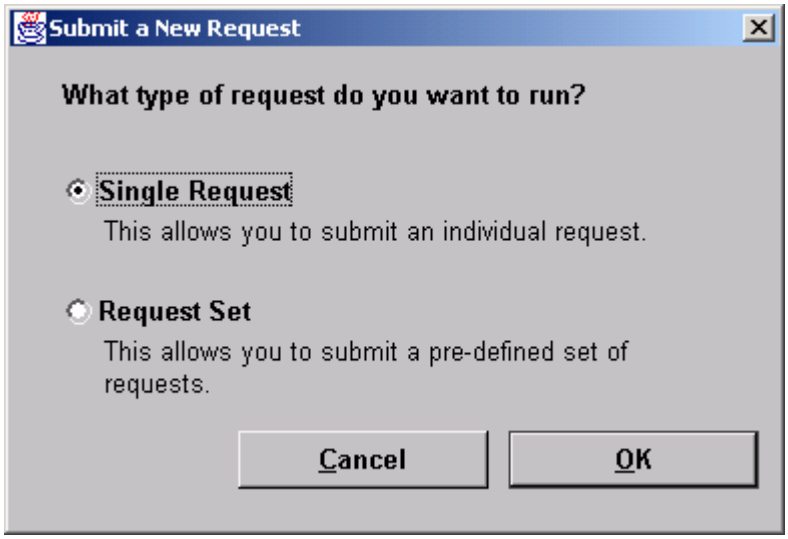
2. From the “Responsibilities” window, Select the **SFA CODX SuperUser** responsibility. The “Navigator” Window appears.



3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The “Submit a New Request”window appears.



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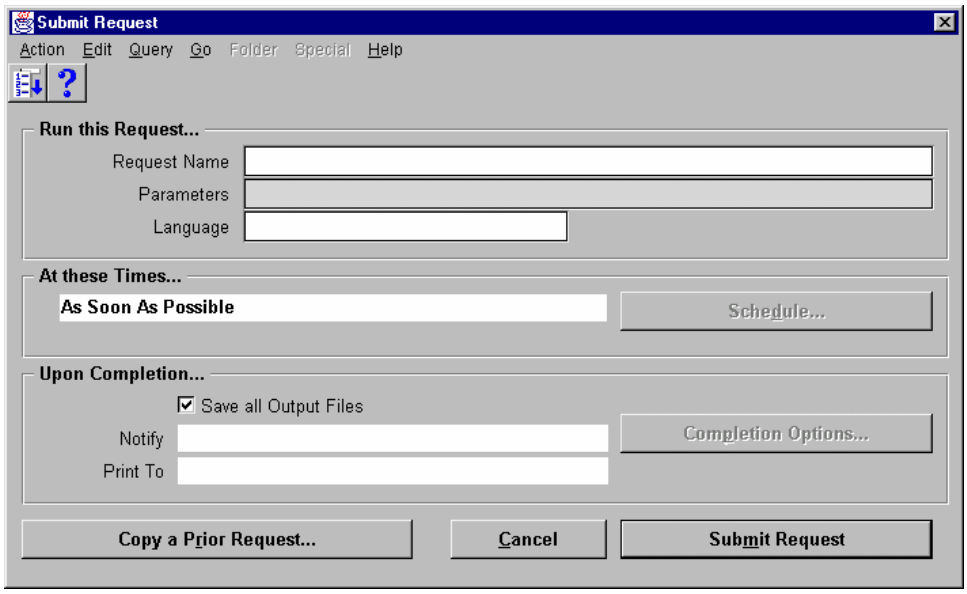
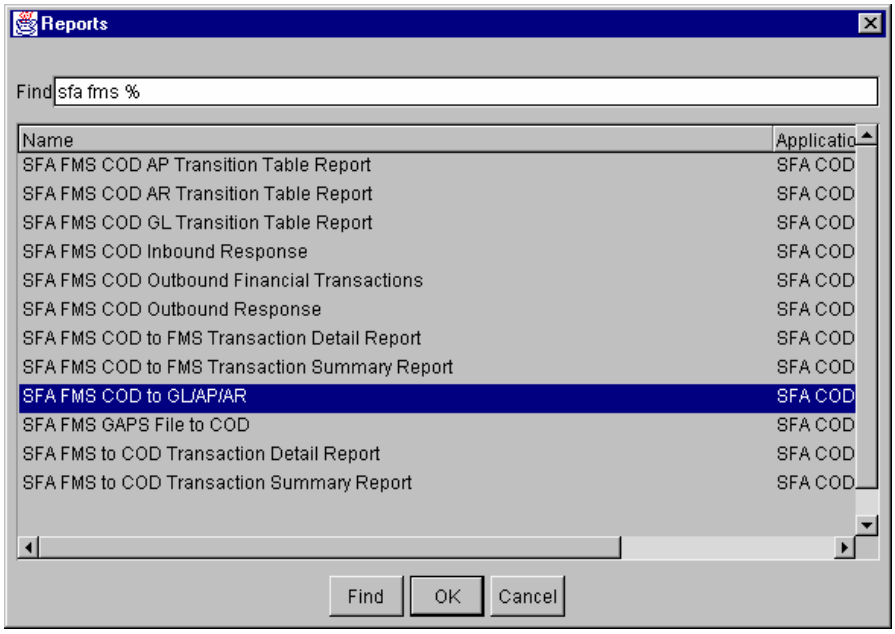
5. Click the Single Request radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.



7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. Select "SFA FMS COD to GL/AP/AR" request name and click the **OK** button**.** The "Submit Request" window appears.

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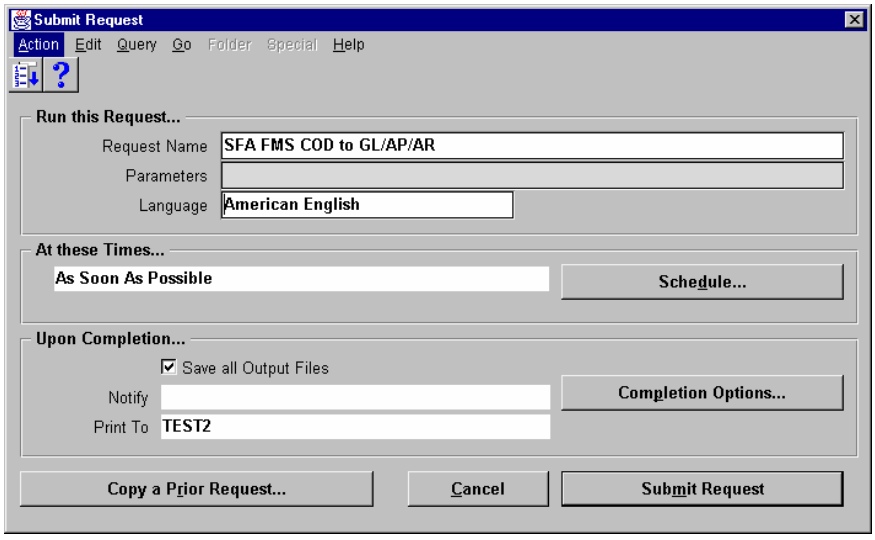
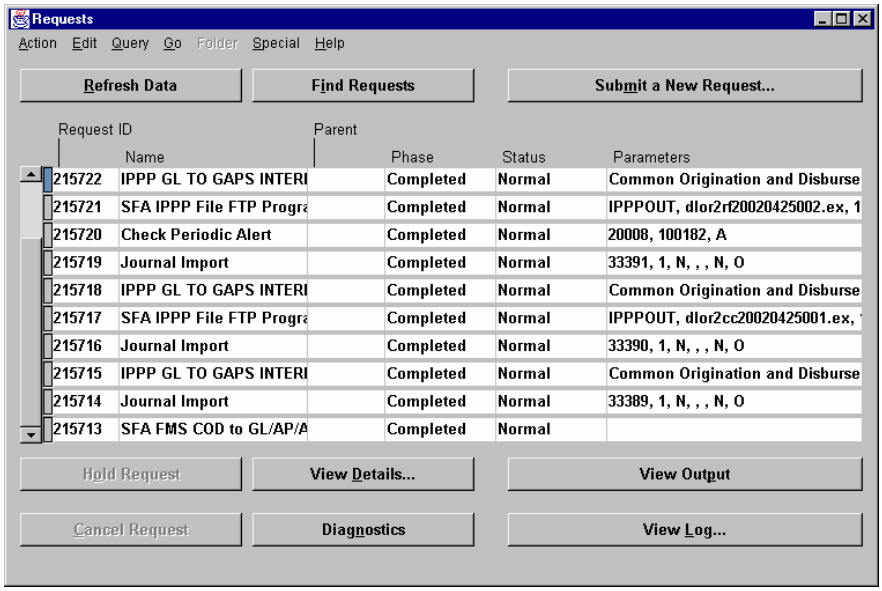


9. Click the **Submit Request** button. The "Requests" window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In

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order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There are three requests that run automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD to GL/AP/AR** – describes the file, the processes, and what happened (successes and errors). Click on "View Log" to view any processing errors.

- **Journal Import** – describes the entries in GL. Click on "View Output" to view the Journal Import Exception Report. This will tell you the status of the journal import, gives the number of line entries, lists any specific errors that may have occurred in the import process, and gives the unique journal batch name, which is useful for querying the journal online in GL.

- **IPPP GL TO GAPS INTERFACE** - describes the processing of the file to GAPS and what happened (successes and errors). Click on "View Log" to view any processing errors.

13. Assuming a GL journal(s) is created, review the output report to make sure it processed correctly (it will say "SUCCESS" if it did). If so, write down the request ID. You will need this later when you go to post the journals.

End of activity.

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Create COD Invoices in FMS

Scope

This procedure shows how to create COD transactions for Pell and Direct Loan Origination from the FMS AP Open Interface table.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

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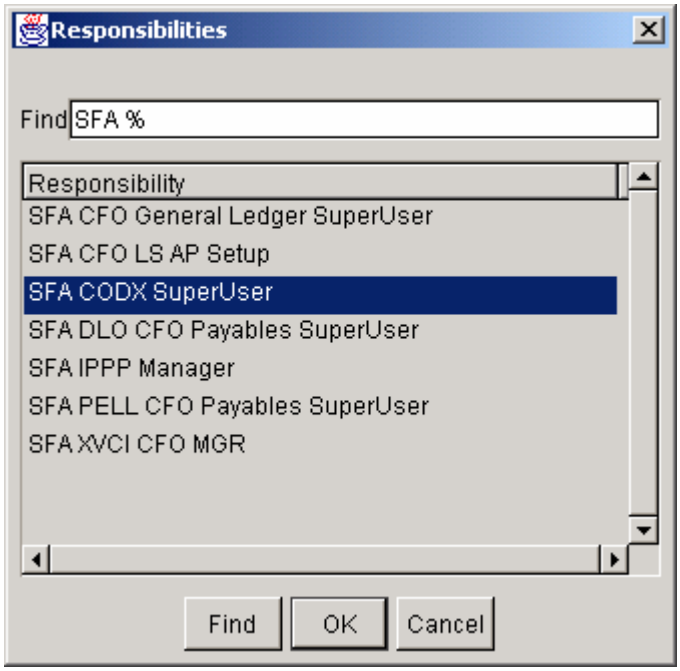
Activity Preface

The procedure steps below describe how to create the COD transactions in FMS for Pell and Direct Loan Origination. The process is the same for each program. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Run COD Vendor Interface
3. Send FSA FMS Responses to COD
4. Create COD Invoices in FMS (documented in this procedure)
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Process COD Responses to FSA FMS
9. Load GAPS to FSA FMS Transactions
10. Send GAPS Transactions to COD
11. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. From the "Responsibilities" window, Select the **SFA CODX SuperUser** responsibility. The "Navigator" Window appears.

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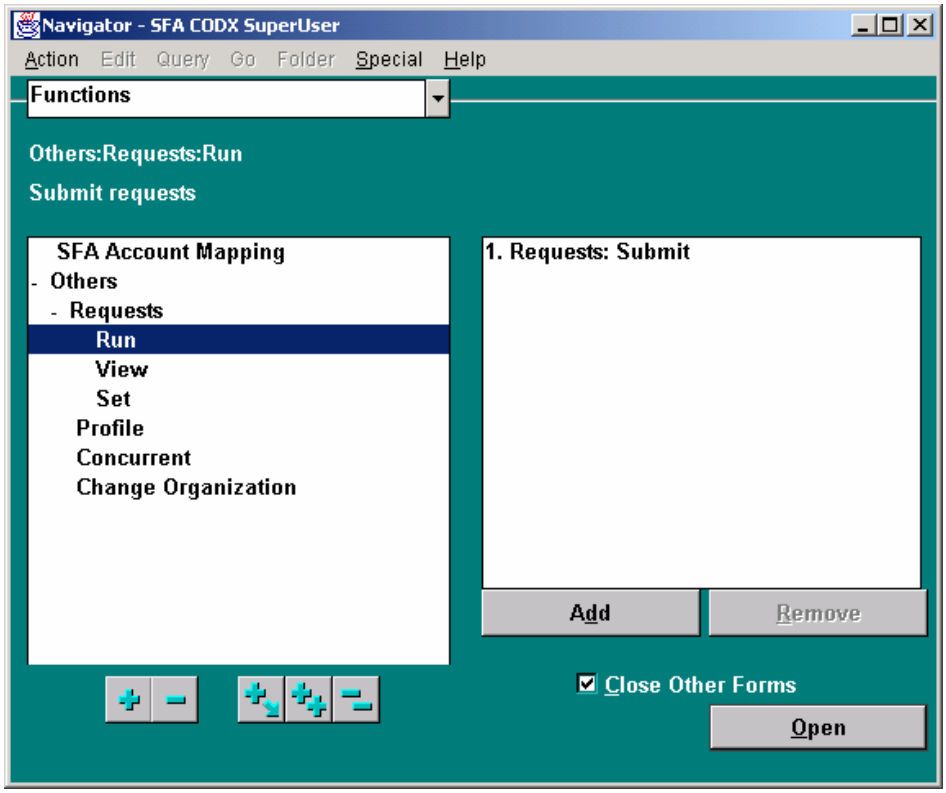
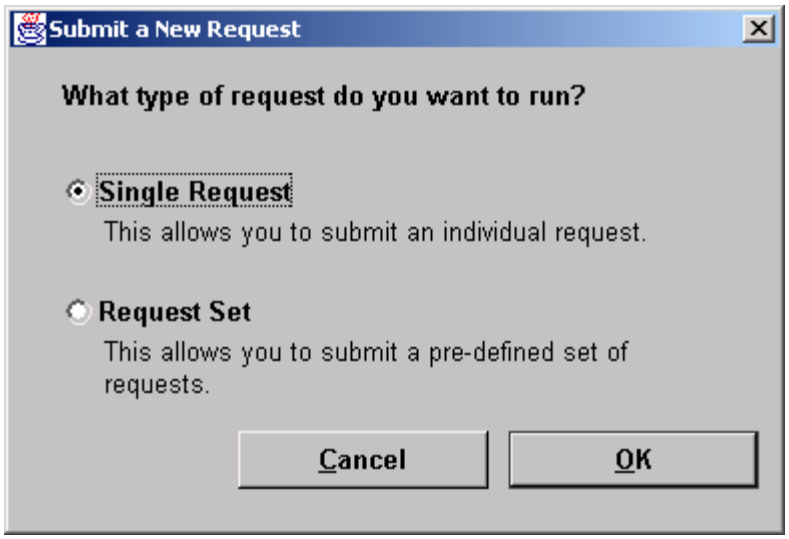


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

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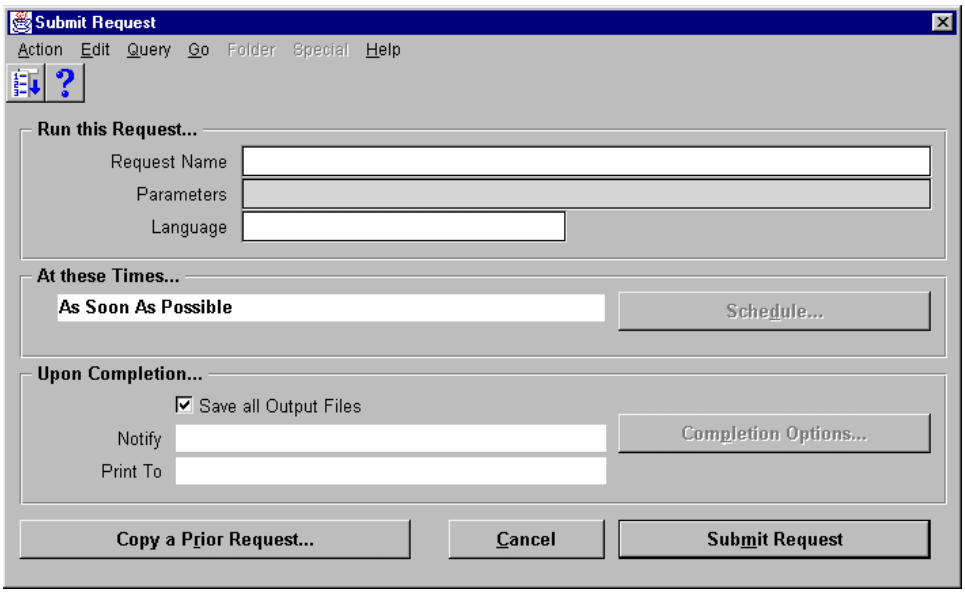
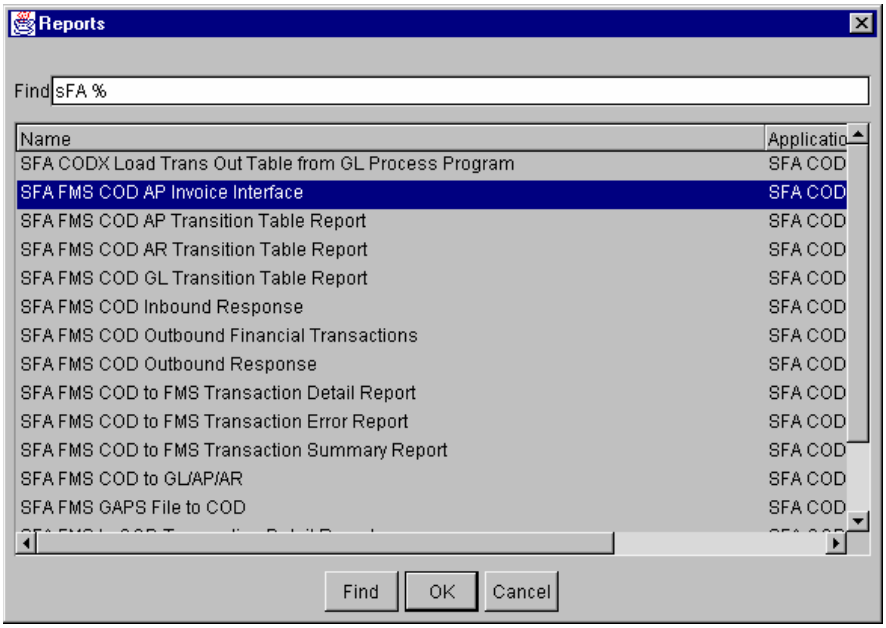
6. Click the **OK** button**.** The "Submit Request**"** window appears.



7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. Select "SFA FMS AP Invoice Interface" request name and click the **OK** button**.** The "Parameters" window appears.

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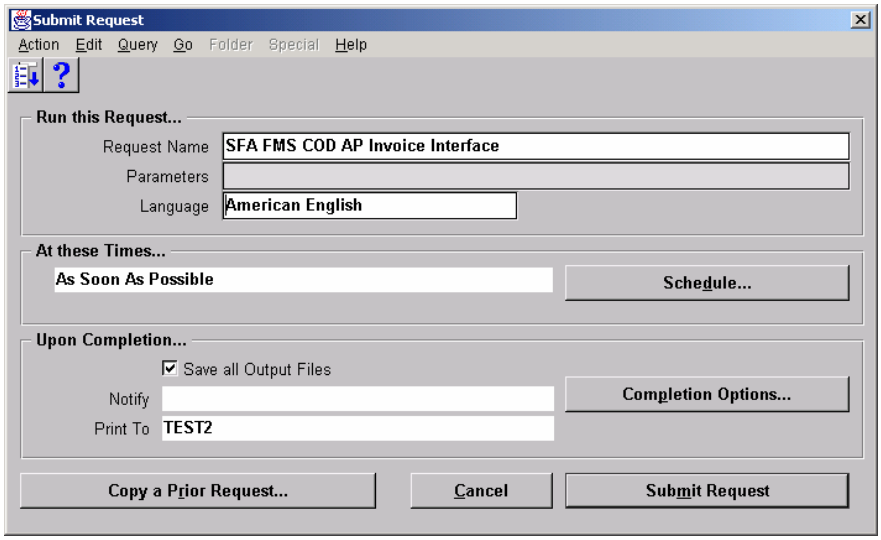
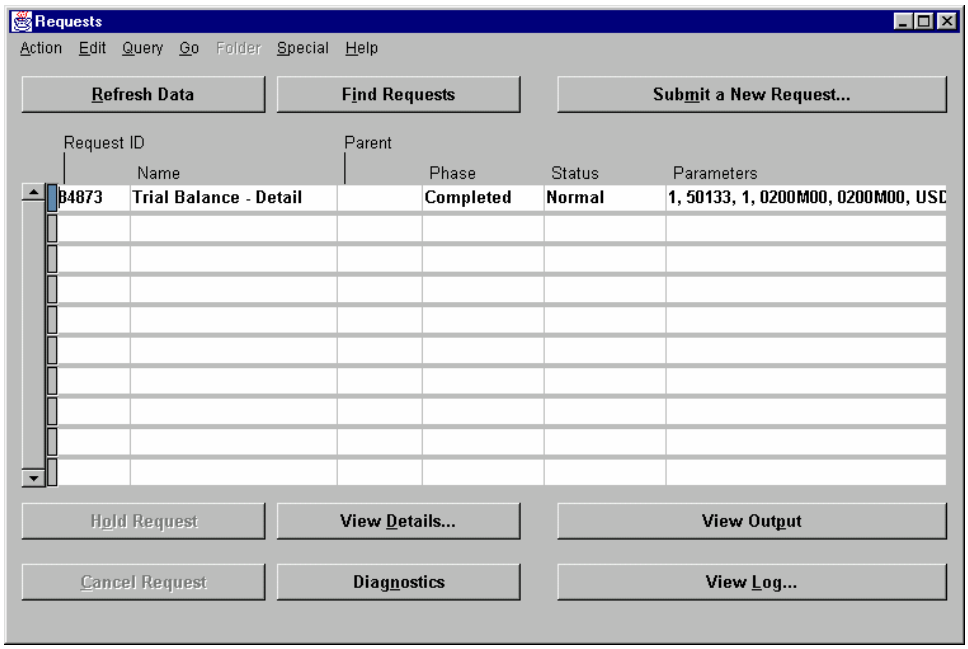


9. Click the **Submit Request** button. The "Requests" window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

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11. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. 12.Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There are three requests that run automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD AP Invoice Interface** – describes the processes and what happened (successes and errors). Click on "View Log" button to view any processing errors.

- **Payables Open Interface** – describes the entries in AP. Click on the "View Output" button to view the Payables Open Interface Report, which details invoice information, such as supplier number, supplier name, invoice number, invoice amount, and invoice date.

13. Review the output report to make sure it processed correctly.

End of activity.

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Approve COD Invoices in FMS

Scope

This procedure shows how to approve COD transactions for Pell and Direct Loan Origination in FMS.

System References

N/A

Policy

N/A

Responsibility

SFA DLOR Manager

SFA Pell Manager

Distribution

N/A

Ownership

N/A

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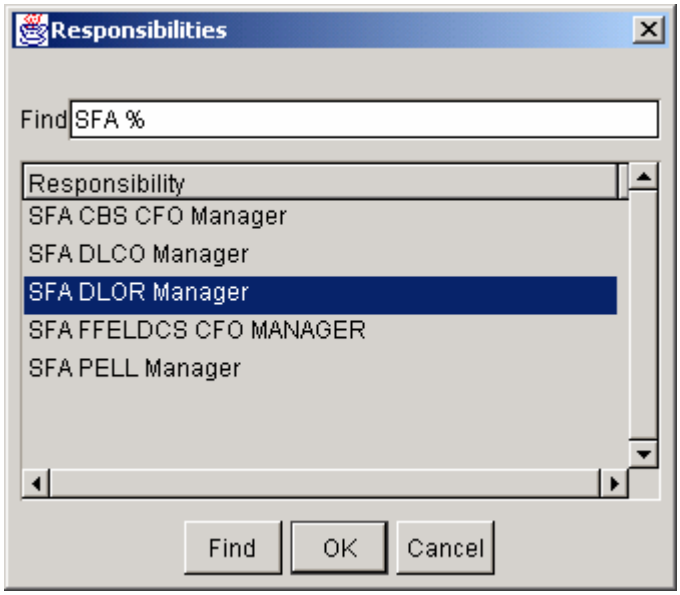
Activity Preface

The procedure steps below describe how to approve the COD invoices in FMS for Pell and Direct Loan Origination. The process is the same for each program. You simply need to sign in under the appropriate Oracle responsibility (i.e., Pell or DLO). FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS (documented in this procedure)
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Create Journals in GL for AP Transactions
7. Load GAPS to FSA FMS Transactions
8. Send GAPS Transactions to COD
9. Load COD to FSA FMS Vendor Updates
10. Send FSA FMS Responses to COD
11. Process COD Responses to FSA FMS

SFA (Pell/DLOR) Manager

1. Sign onto FMS using "AUTOPAYUSER" as your User ID. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. Select "SFA DLOR Manager" for Direct Loan Orgination. Select "SFA Pell Manager" for Pell. The "Navigator" window appears.

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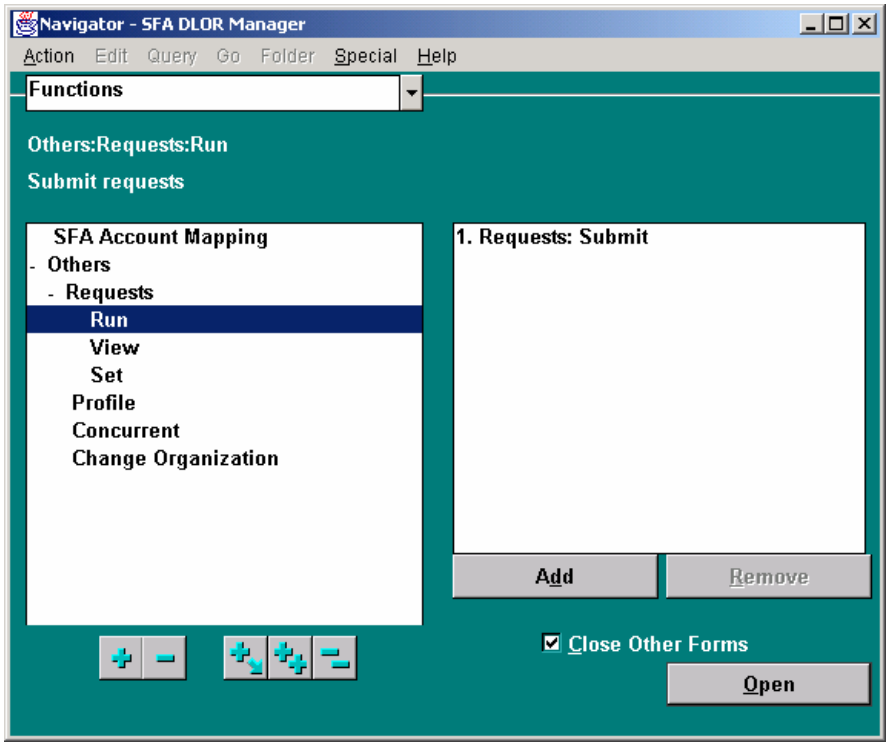
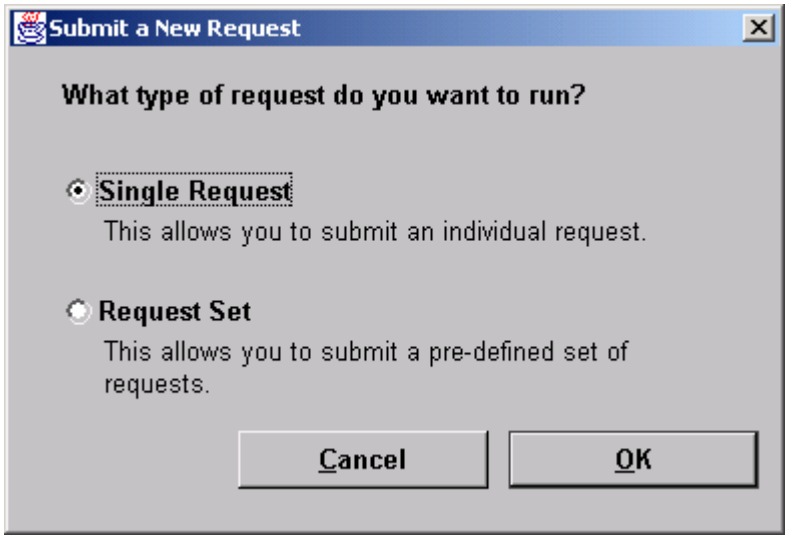


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

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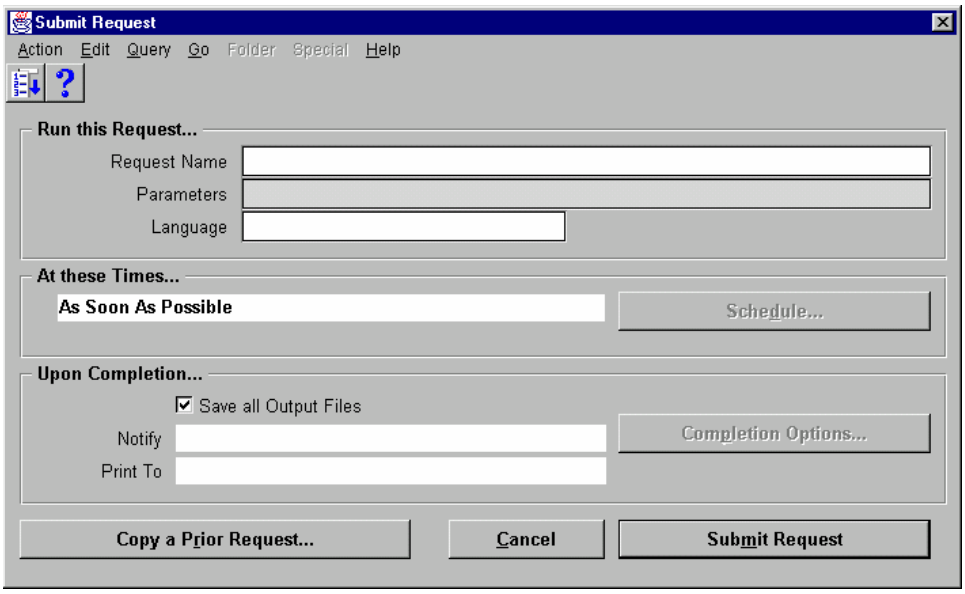
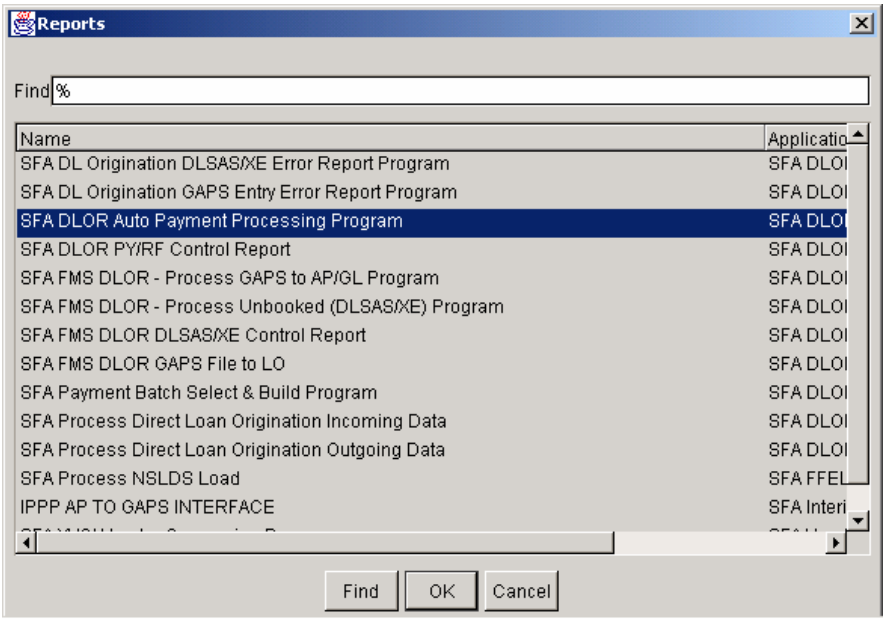
6. Click the **OK** button**.** The "Submit Request**"** window appears.



7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. For DLO, Select "SFA DLOR Auto Payment Processing Program" request name. For Pell, Select "SFA Pell Auto Payment Processing Program" request name.

9. Click the **OK** button**.** The "Parameters" window appears.

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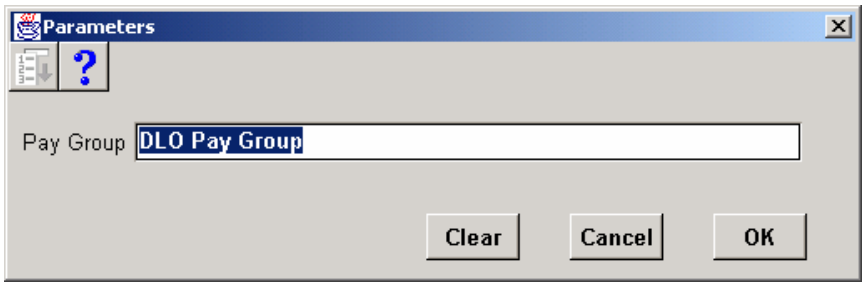
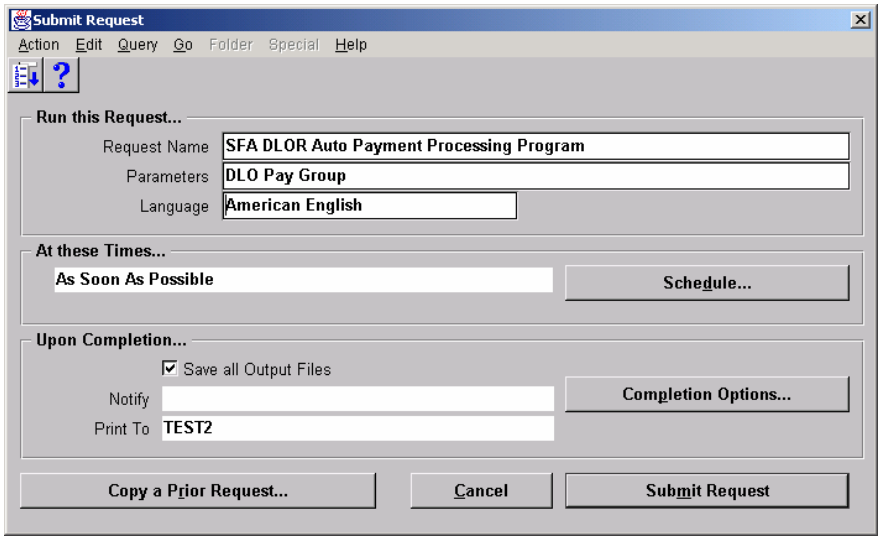


10. For DLO, Select the “DLO Pay Group” from the LOV icon. For Pell, Select the “Pell Pay Group” from the LOV icon.

11. Click the **OK** button. The “Submit Request” window appears.



12. Click the **Submit Request** button. The “Requests” window appears.

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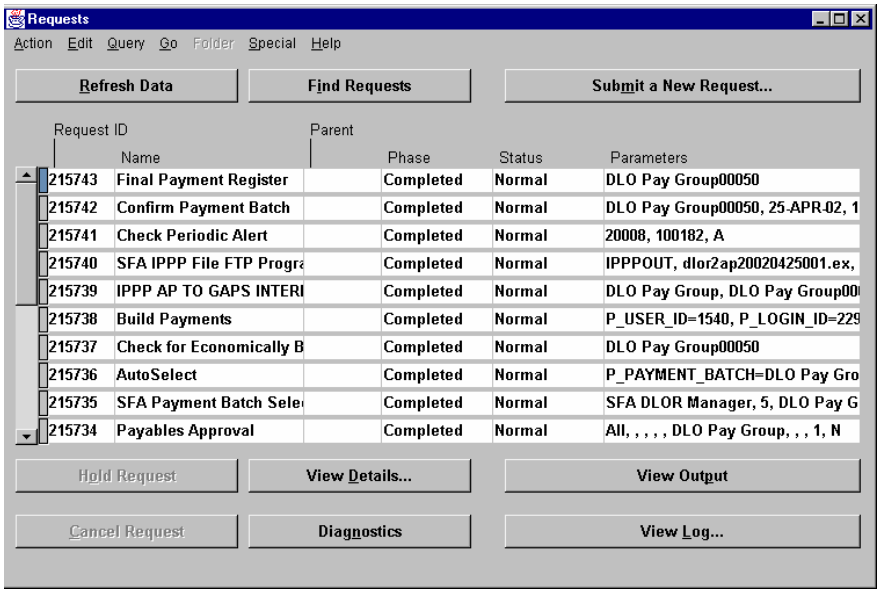

13. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

14. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

15. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There are five requests that run automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA DLOR Auto Payment Processing Program**– describes the processes and what happened (successes and errors). Click on "View Log" button to view any processing errors.

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- **Payables Approval**– describes the invoices approved in AP. Click on the "View Output" button to view the Payables Approval Report, which details any holds on invoices.

- **SFA Payment Batch Select & Build Program -** describes the processes and what happened (successes and errors) as the payment batch is being built, formatted, and confirmed. Click on "View Log" button to view any processing errors.

- **IPPP AP TO GAPS INTERFACE –** describes the process of sending invoices to GAPS. Click on "View Log" button to view any processing errors.

- **Final Payment Register -** describes the details of the payment batch. Click on the "View Output" button to view the Final Payment Register Report, which details any all the information on the confirmed payment batch.

16. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully.

End of activity.

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Run "Create Journals" Program in GL

Scope

This process creates the journals in GL for AP transactions.

System References

N/A

Policy

N/A

Responsibility

SFA General Ledger SuperUser

Distribution

N/A

Ownership

N/A

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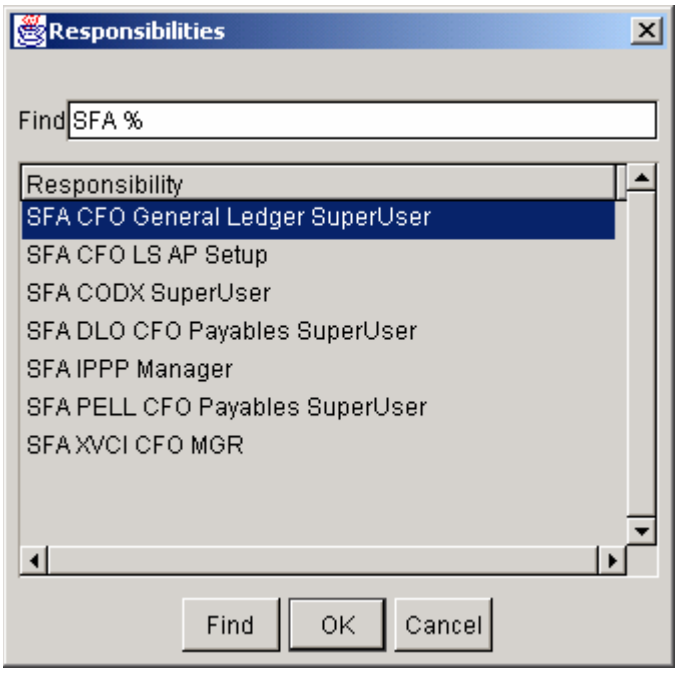
Activity Preface

The procedure steps below describe how to kick off the "Create Journal" program in GL for the AP transactions. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Run COD Vendor Interface
3. Send FSA FMS Responses to COD
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions (documented in this procedure)
8. Process COD Responses to FSA FMS
9. Load GAPS to FSA FMS Transactions
10. Send GAPS Transactions to COD
11. Review and Post Journals

SFA CFO General Ledger SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



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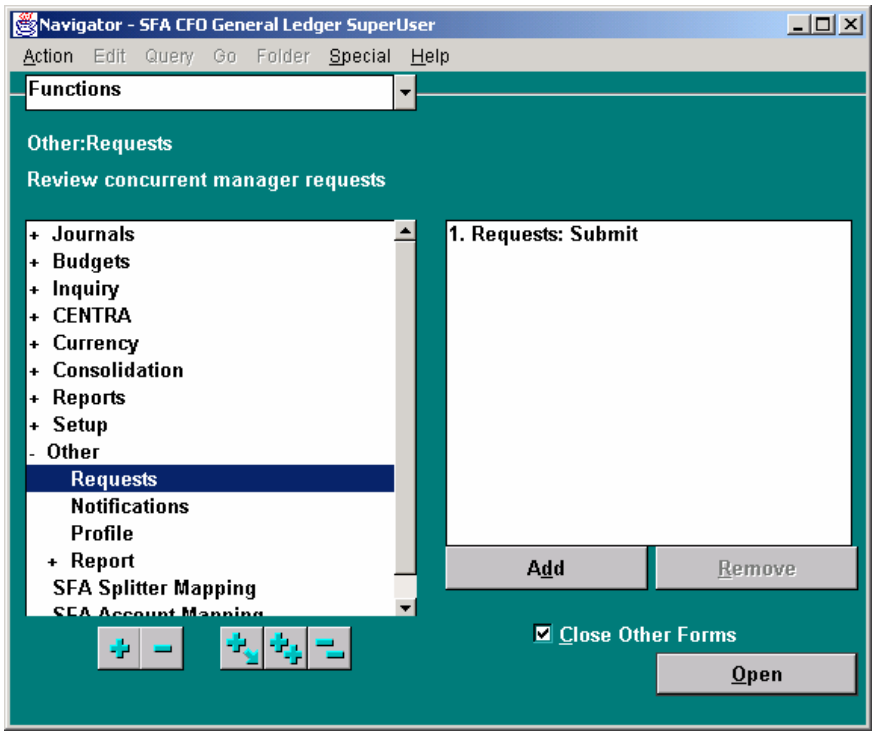
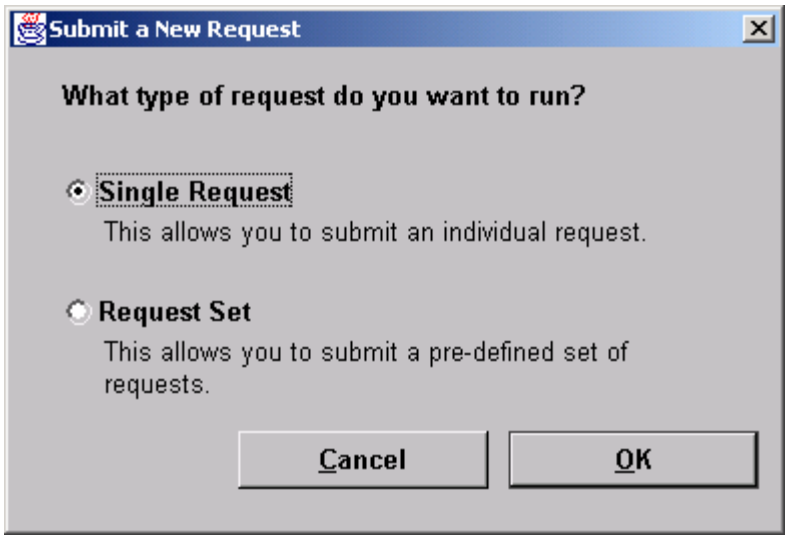
2. From the “Responsibilities” window, Select the **SFA CFO General Ledger SuperUser** responsibility. The “Navigator” Window appears.



3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The “Submit a New Request”window appears.



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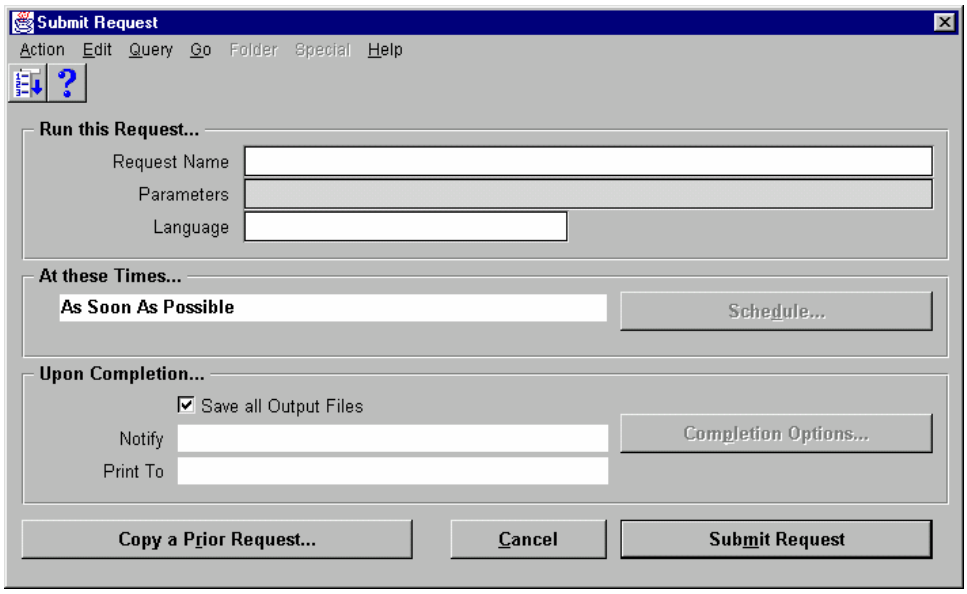
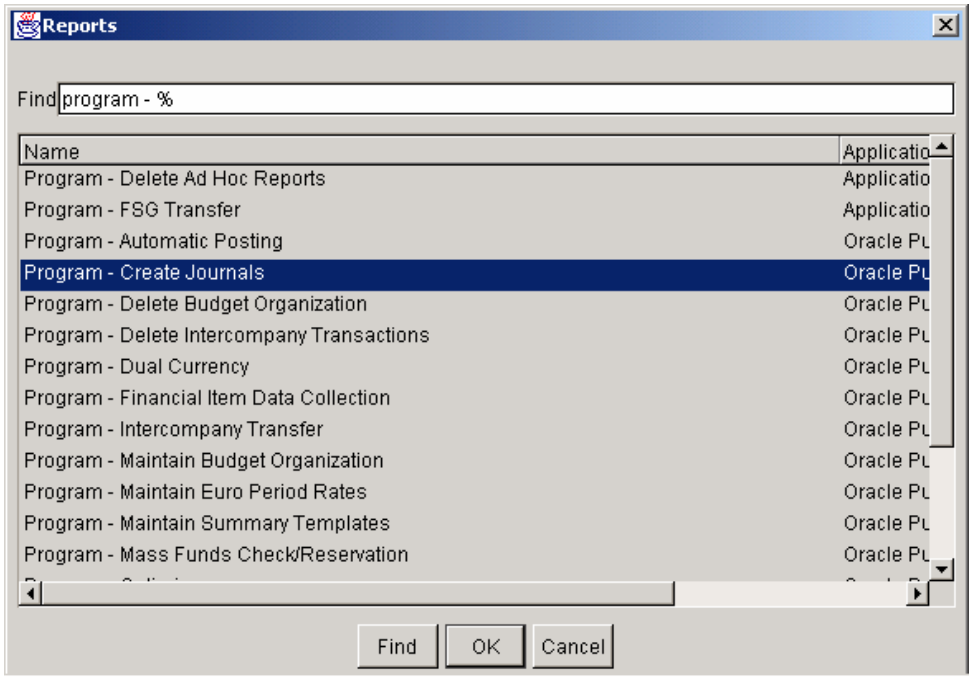
5. Click the **Single Request** radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.



7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



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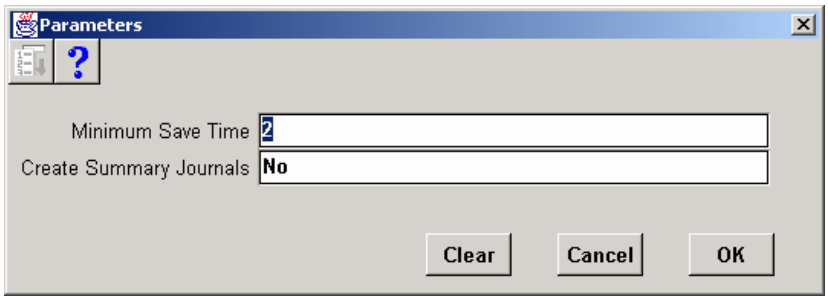
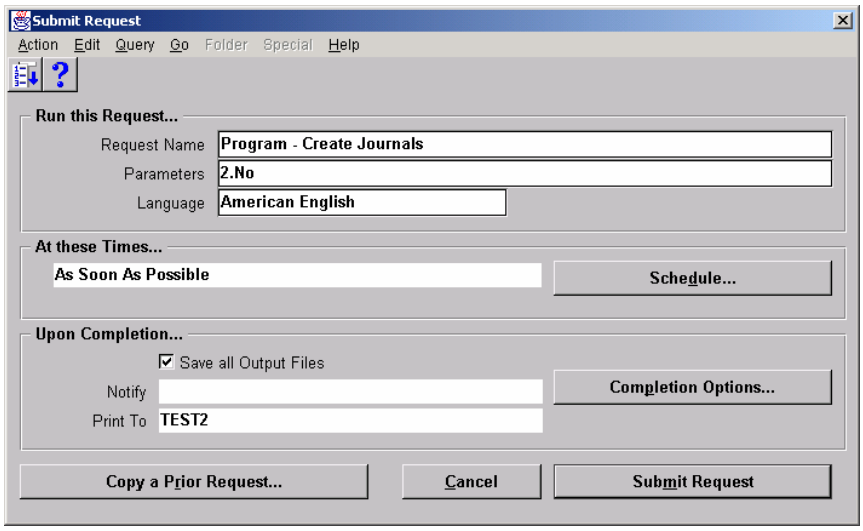
8. Select “Program – Create Journals” request name and click the **OK** button**.** The “Parameters” window appears.



9. The parameter fields are populated with default values. Click the **OK** button. The “Submit Requests” window appears.



10. Click the **Submit Request** button. The “Requests” window appears.

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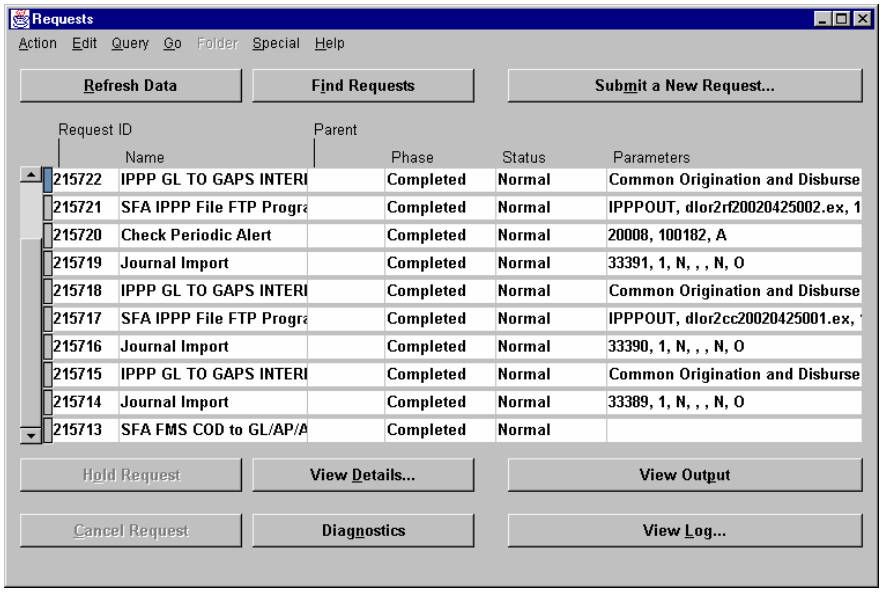

11. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

12. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

13. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

End of activity.

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Create COD Invoices in FMS

Scope

This procedure shows how to create COD transactions for Pell and Direct Loan Origination from the FMS AP Open Interface table.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

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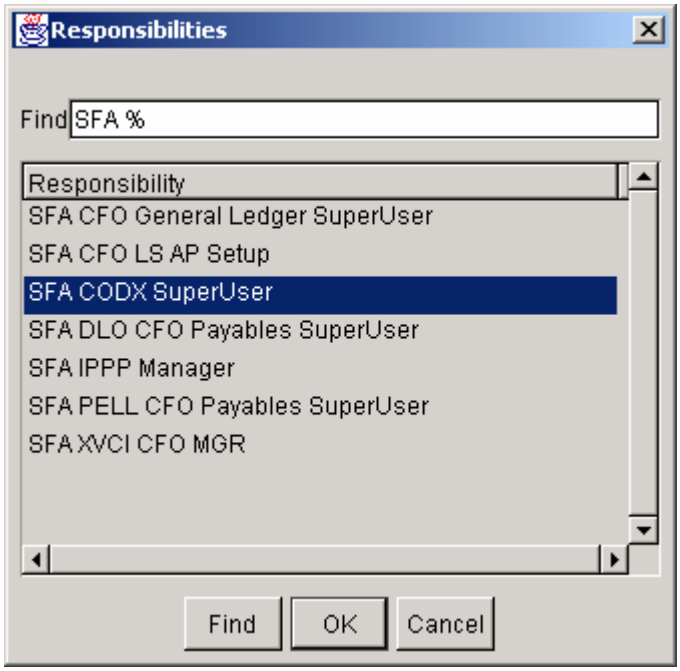
Activity Preface

The procedure steps below describe how to create the COD transactions in FMS for Pell and Direct Loan Origination. The process is the same for each program. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Run COD Vendor Interface
3. Send FSA FMS Responses to COD
4. Create COD Invoices in FMS (documented in this procedure)
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Process COD Responses to FSA FMS
9. Load GAPS to FSA FMS Transactions
10. Send GAPS Transactions to COD
11. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. From the "Responsibilities" window, Select the **SFA CODX SuperUser** responsibility. The "Navigator" Window appears.

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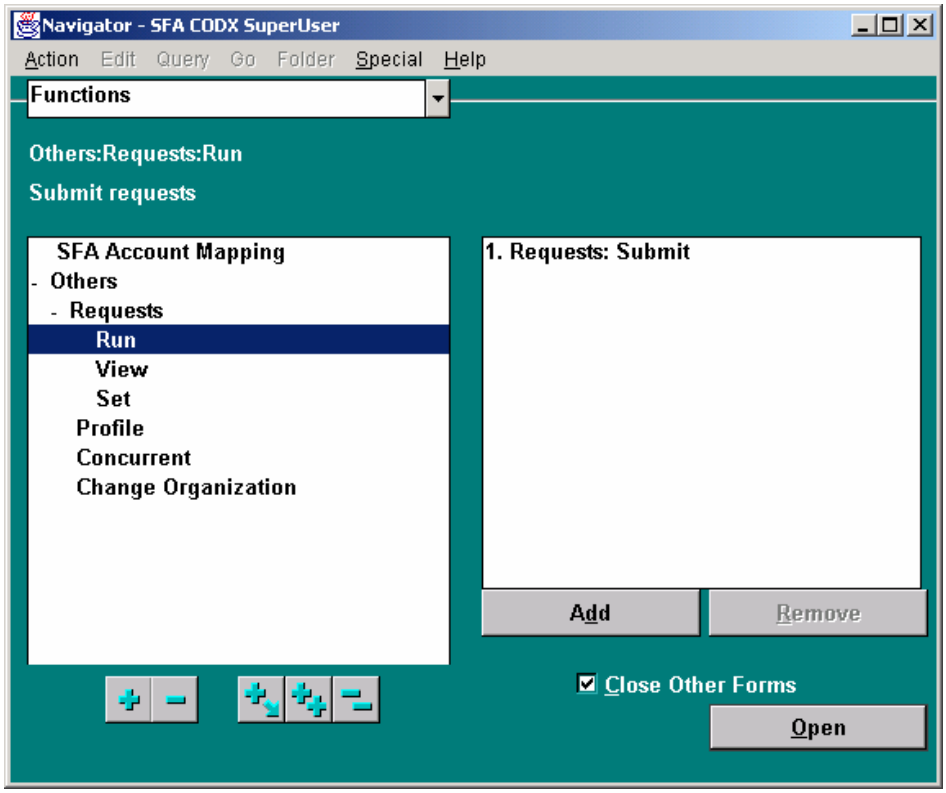
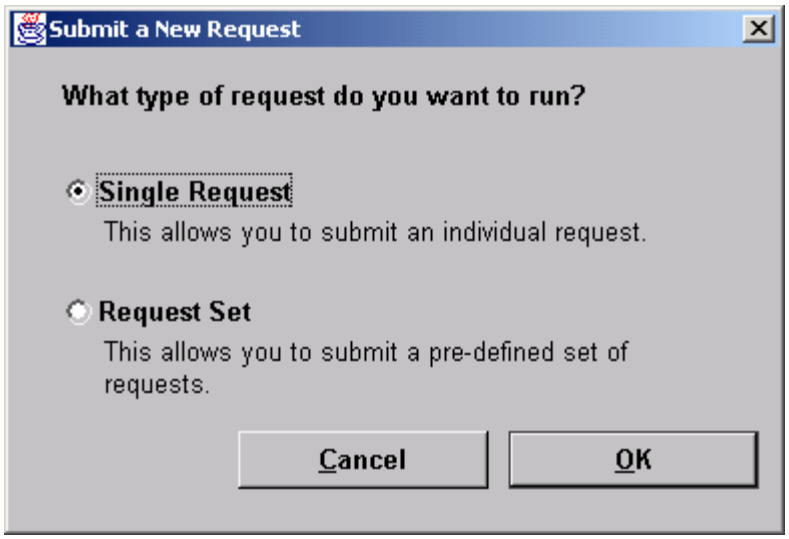


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

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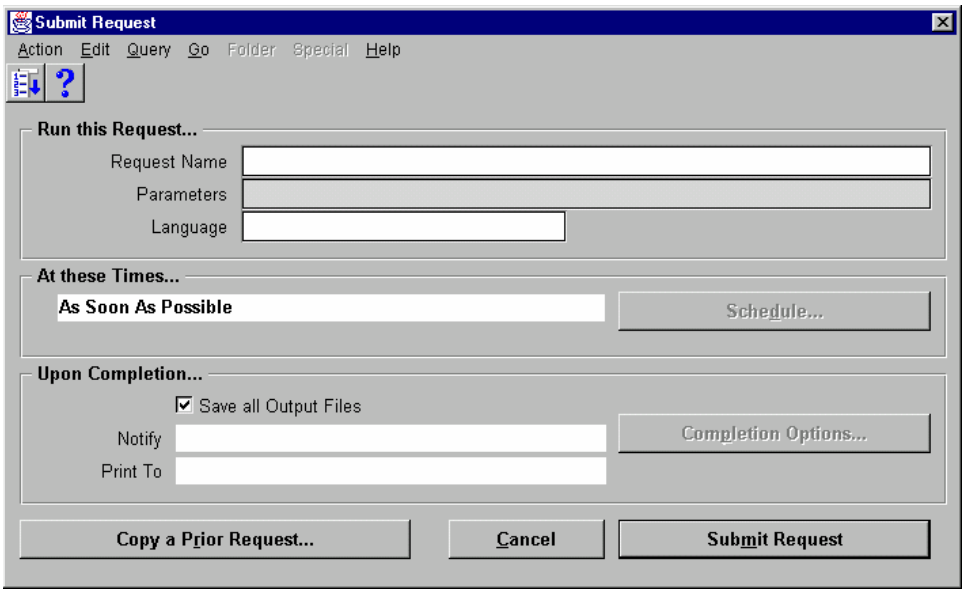
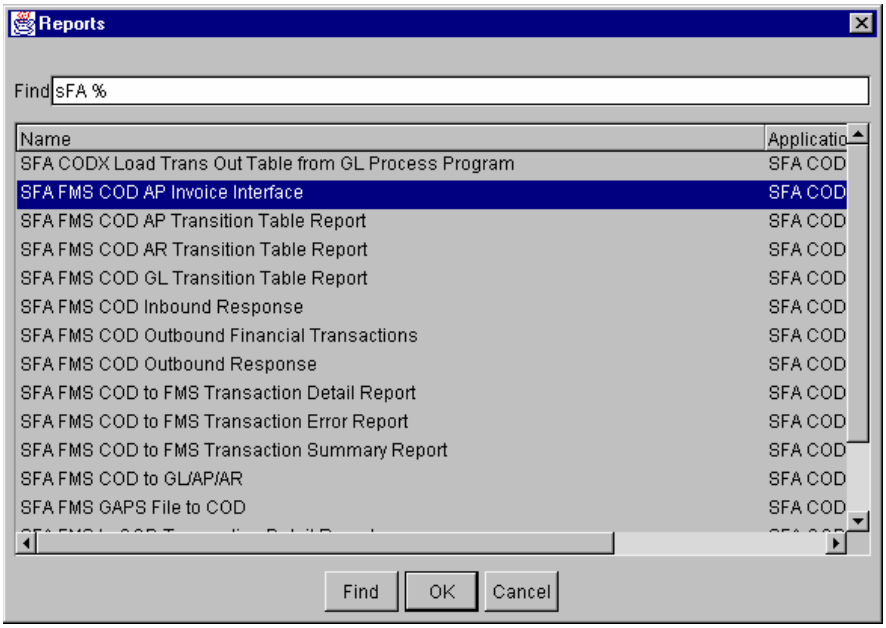
6. Click the **OK** button**.** The "Submit Request**"** window appears.



7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. Select "SFA FMS AP Invoice Interface" request name and click the **OK** button**.** The "Parameters" window appears.

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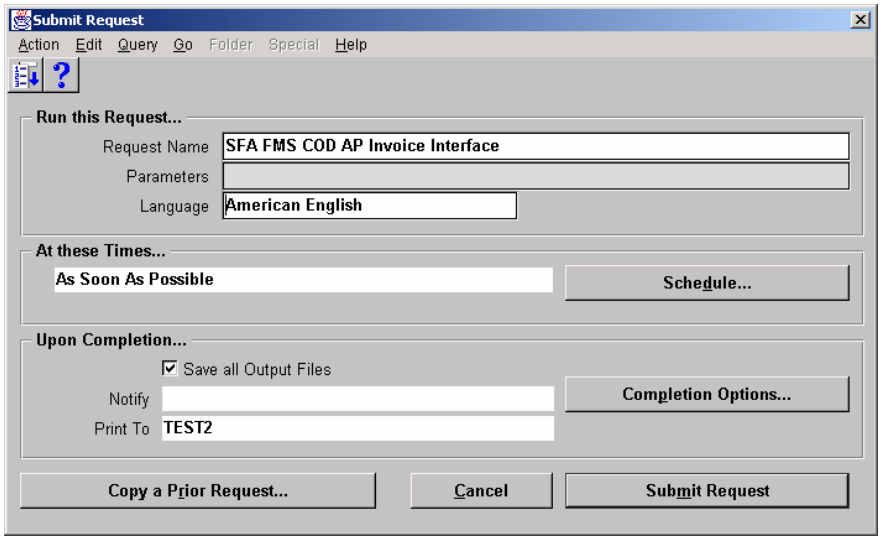
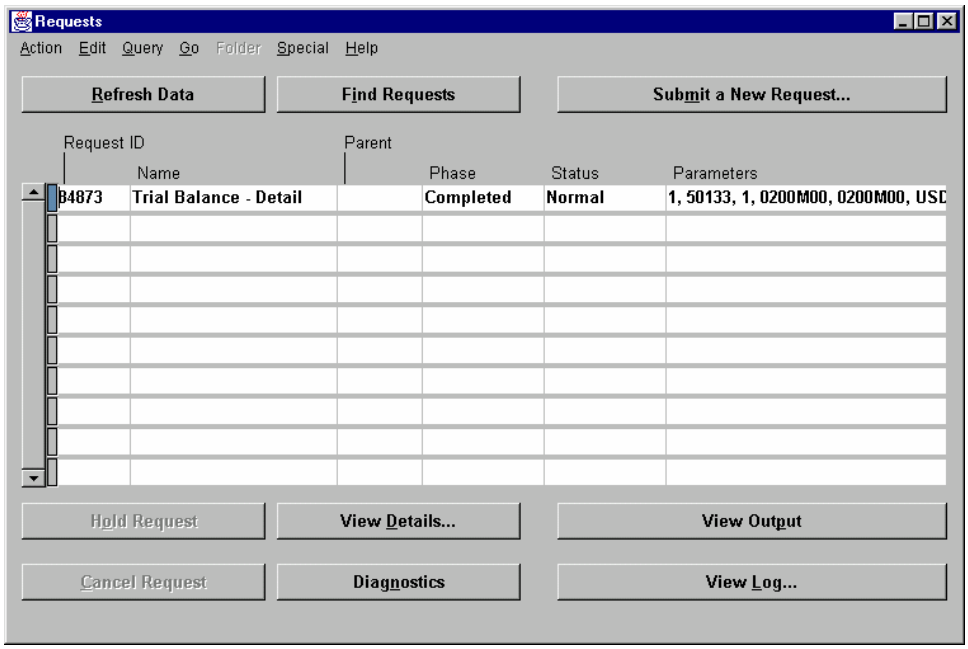


9. Click the **Submit Request** button. The "Requests" window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

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11. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In order to check on the progress of your requests, maximize the “Requests” window to view the Phase and Status.

12. 12.Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There are three requests that run automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD AP Invoice Interface** – describes the processes and what happened (successes and errors). Click on “View Log” button to view any processing errors.

- **Payables Open Interface** – describes the entries in AP. Click on the “View Output” button to view the Payables Open Interface Report, which details invoice information, such as supplier number, supplier name, invoice number, invoice amount, and invoice date.

13. Review the output report to make sure it processed correctly.

End of activity.

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Send GAPS Transactions to COD

Scope

This procedure shows how to send GAPS transactions to COD.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

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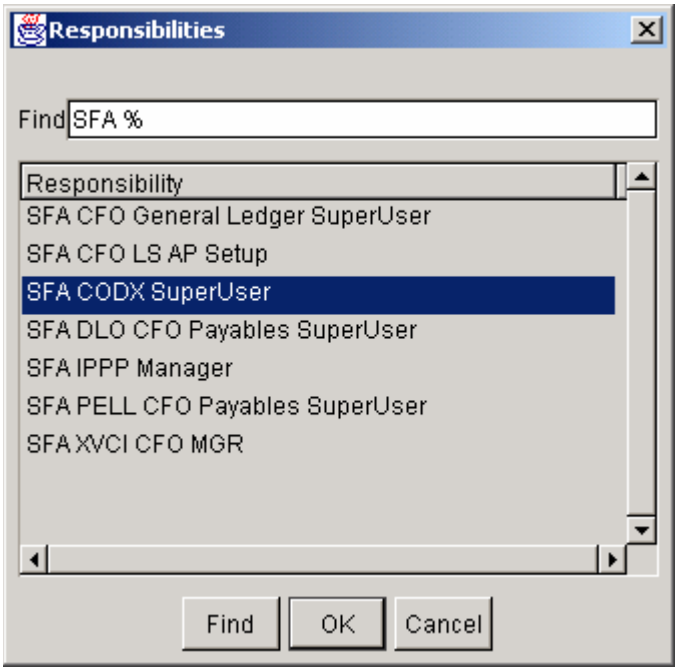
Activity Preface

This procedure describes how to send GAPS transactions to COD. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD (documented in this procedure)
10. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. From the "Responsibilities" window, Select the **SFA CODX SuperUser** responsibility. The "Navigator" Window appears.

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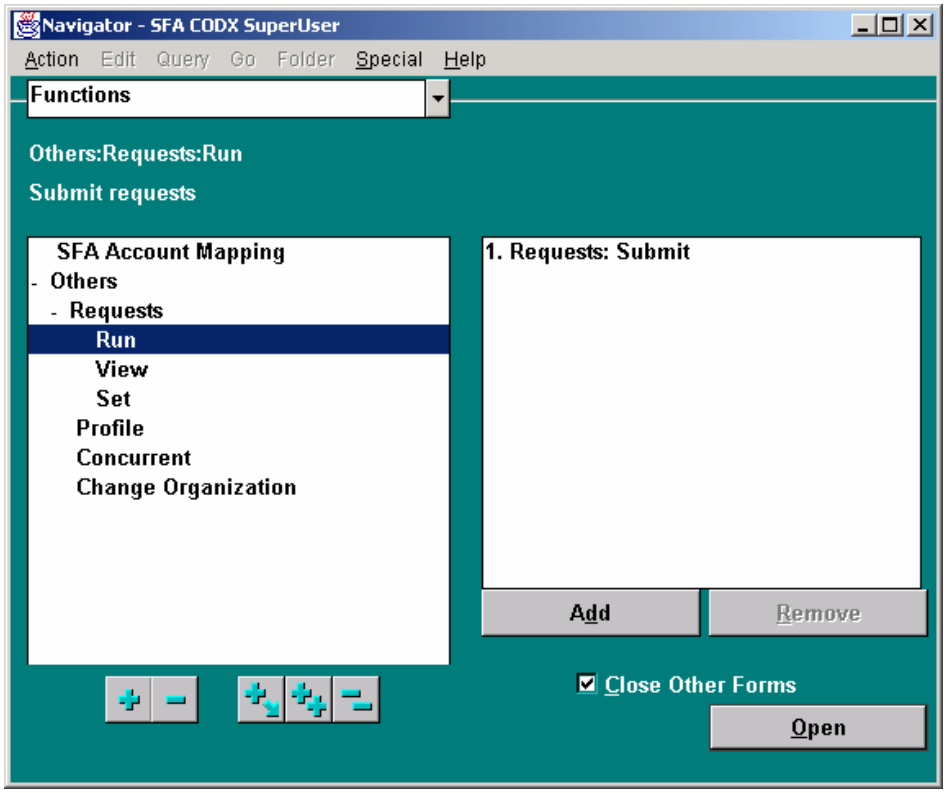
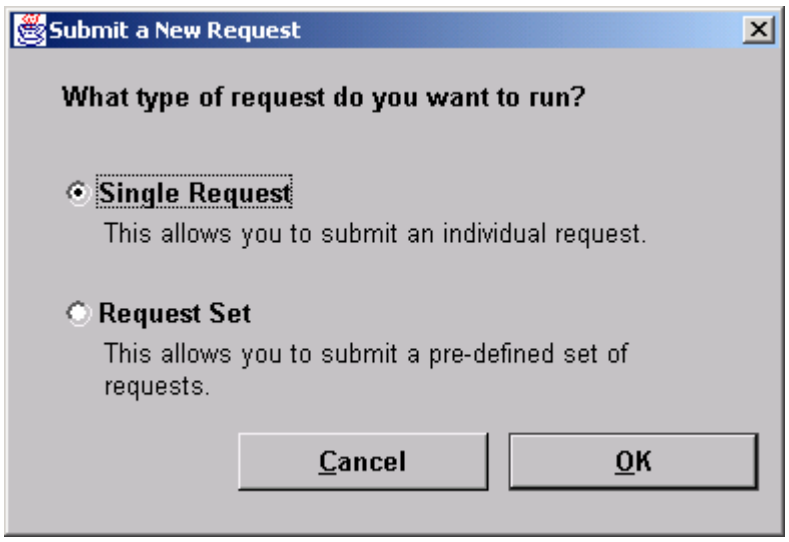


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.

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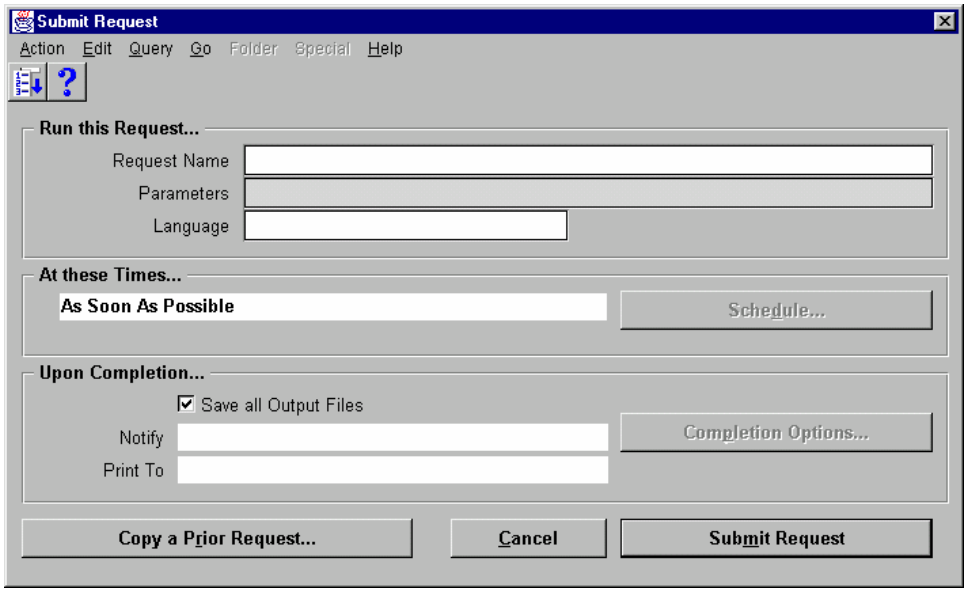
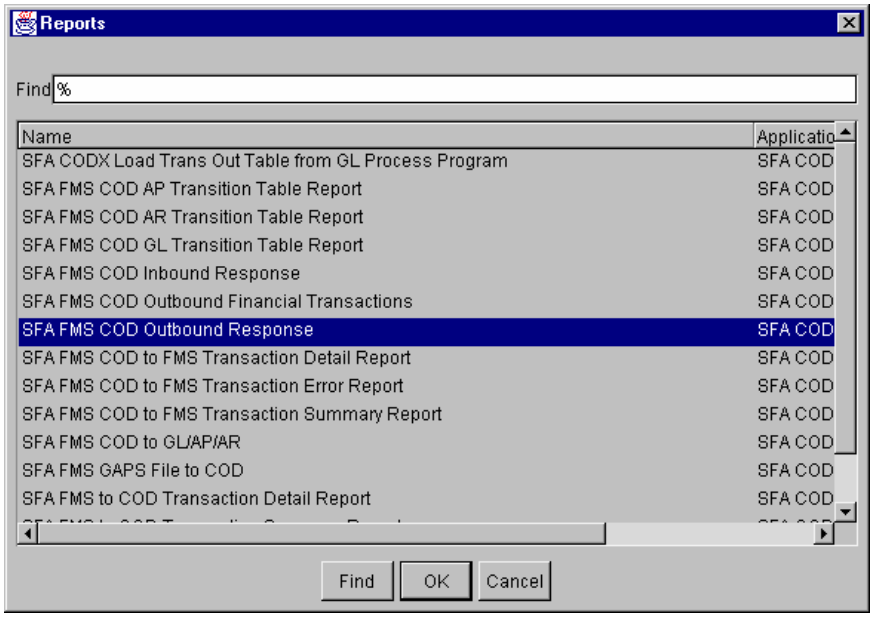


7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. Select "SFA FMS COD Outbound Response" request name and click the **OK** button**.** The "Submit Request" window appears.

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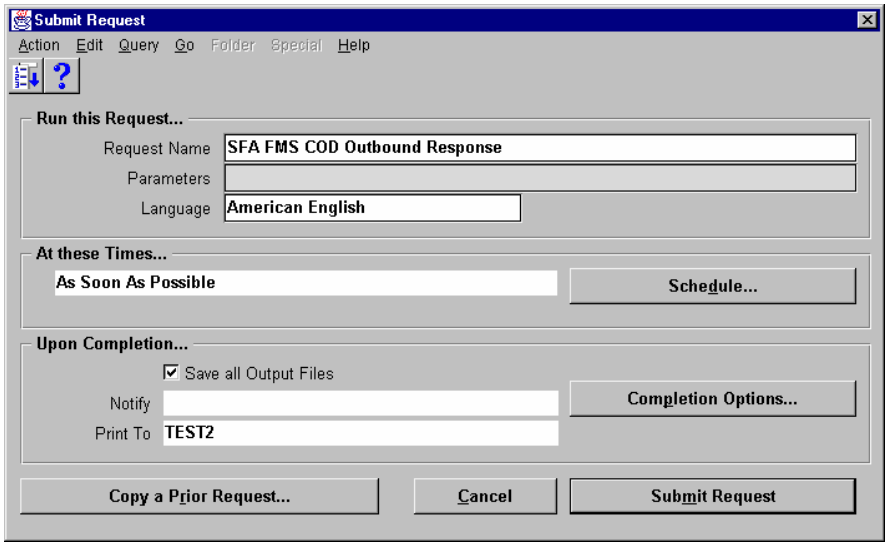
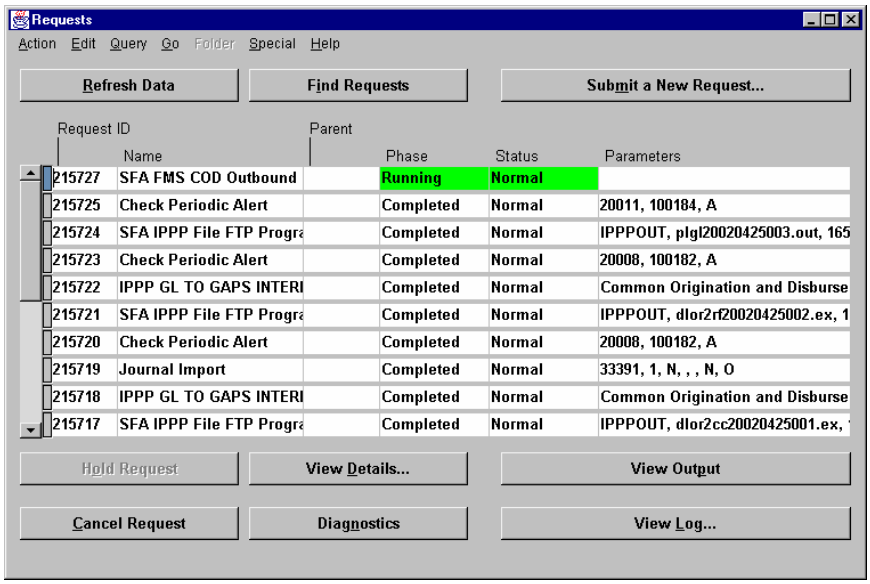


9. Click the **Submit Request** button. The "Requests" window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In

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order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There is one request that runs automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD Outbound Response**– describes the processes and what happened (successes and errors). Click on "View Log" to view any processing errors.

End of activity.

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Load COD to FSA FMS Vendor Updates

Scope

This procedure shows how to load the COD vendor information into FMS.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

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Activity Preface

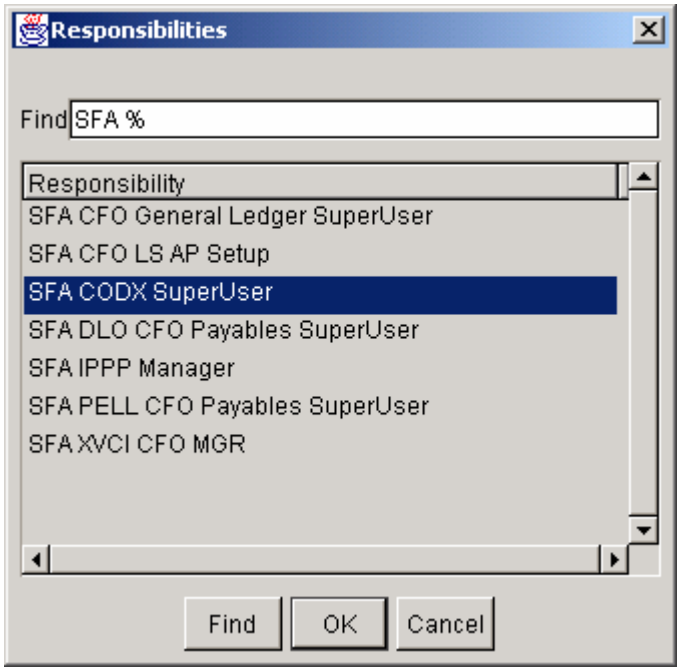
The procedure steps below describe how load COD vendors into FMS. This process updates the FSA FMS XVCI table. "Vendor" is synonymous with "School" for COD interface.

FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Run COD Vendor Interface (documented in this procedure)
3. Send FSA FMS Responses to COD
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Process COD Responses to FSA FMS
9. Load GAPS to FSA FMS Transactions
10. Send GAPS Transactions to COD
11. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



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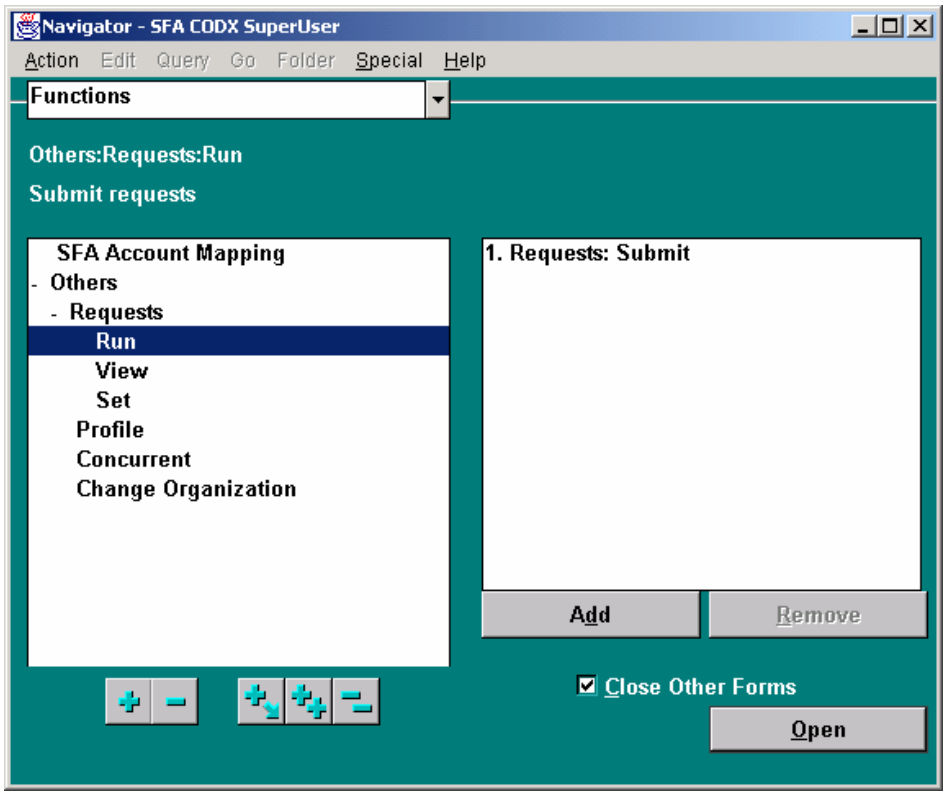
2. From the “Responsibilities” window, Select the **SFA CODX SuperUser** responsibility. The “Navigator” Window appears.



3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The “Submit a New Request”window appears.

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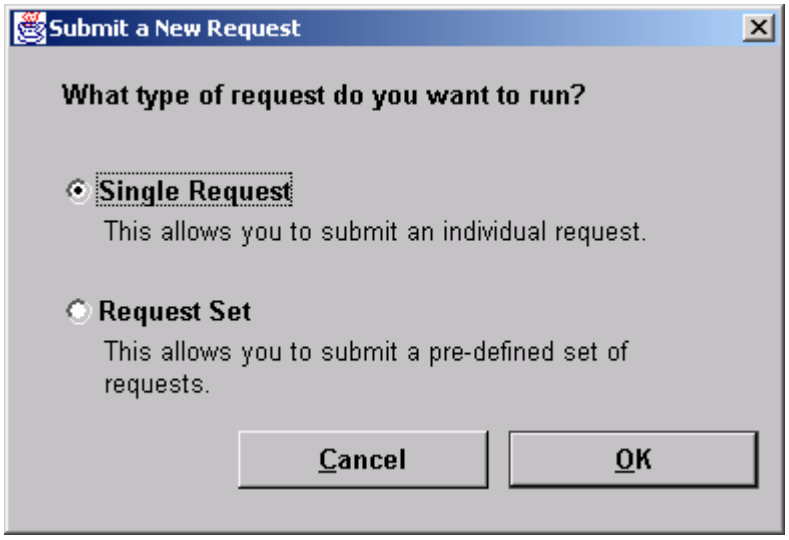
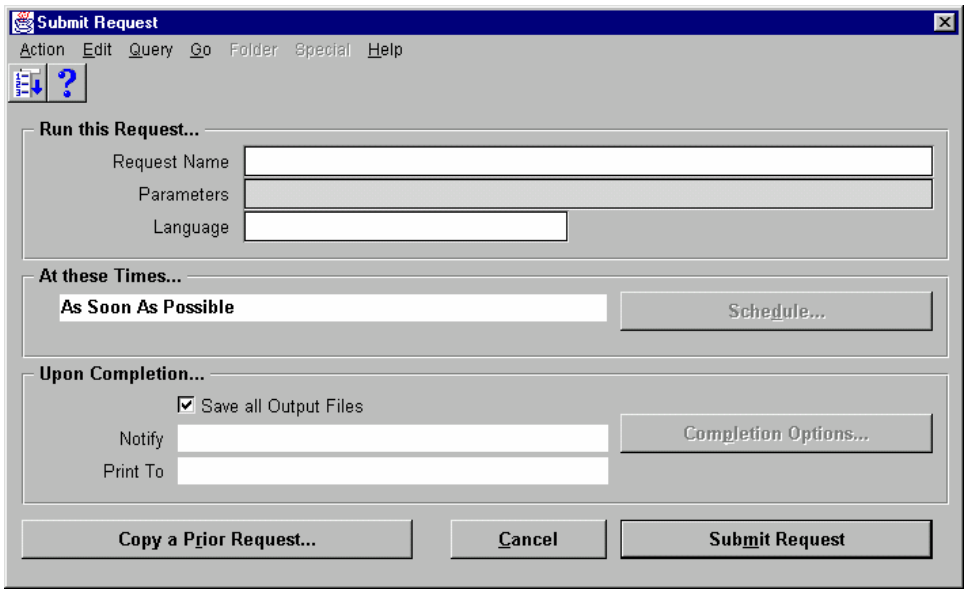


5. Click the Single Request radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.



7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.

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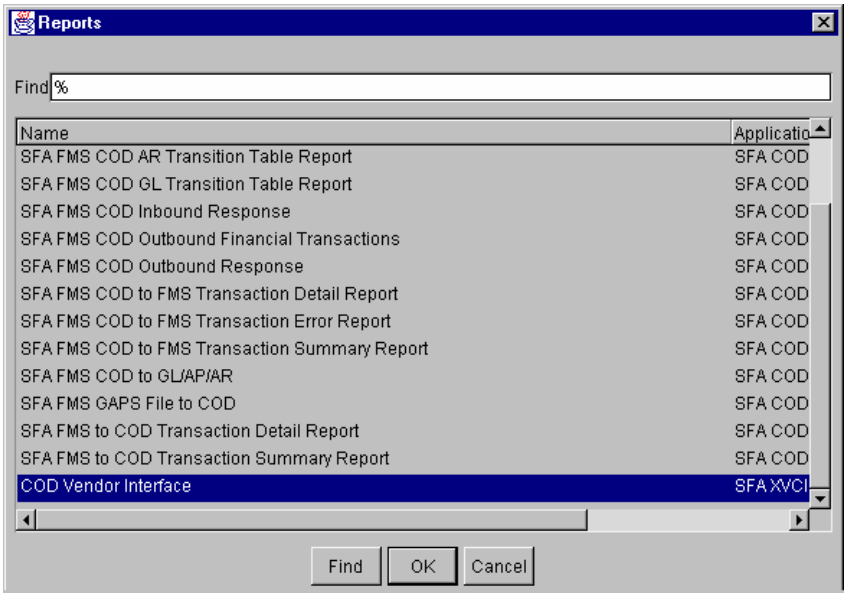
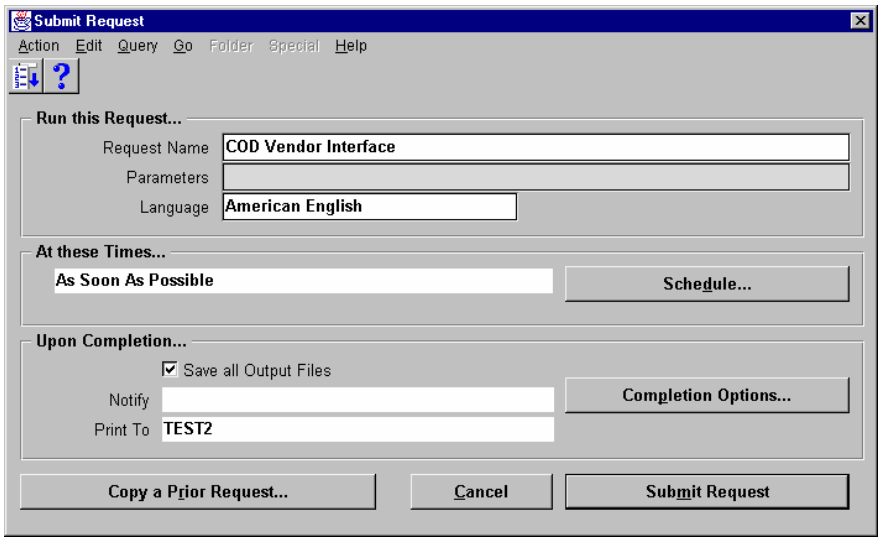


8. Select ""COD Vendor Interface" request name and click the **OK** button**.** The "Parameters" window appears.



9. Click the **Submit Request** button. The "Requests" window appears.

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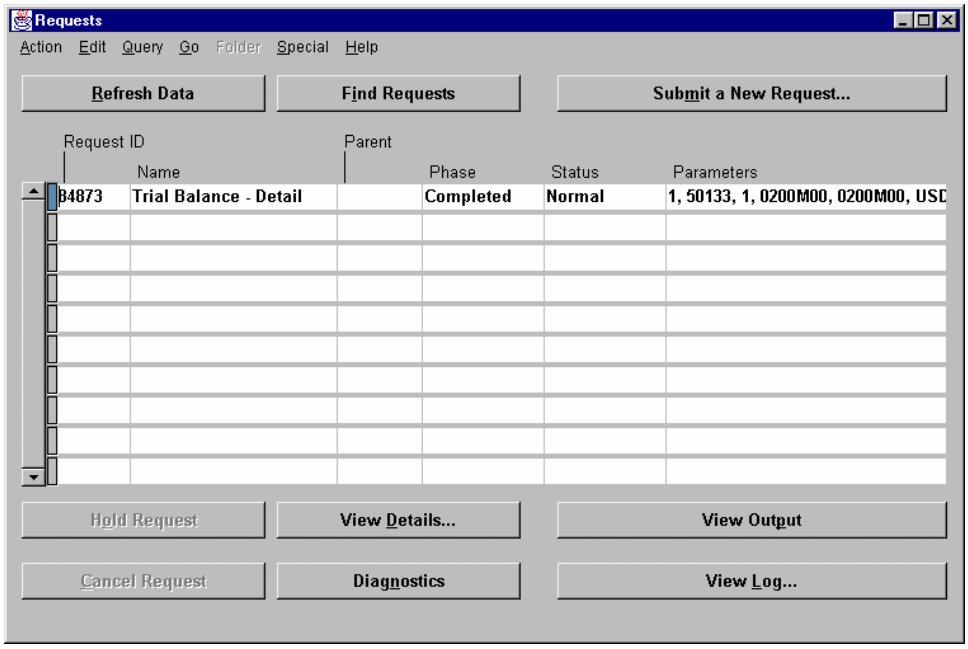

10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

End of activity.

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Send FSA FMS Responses to COD

Scope

This process sends the FSA FMS responses to COD.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

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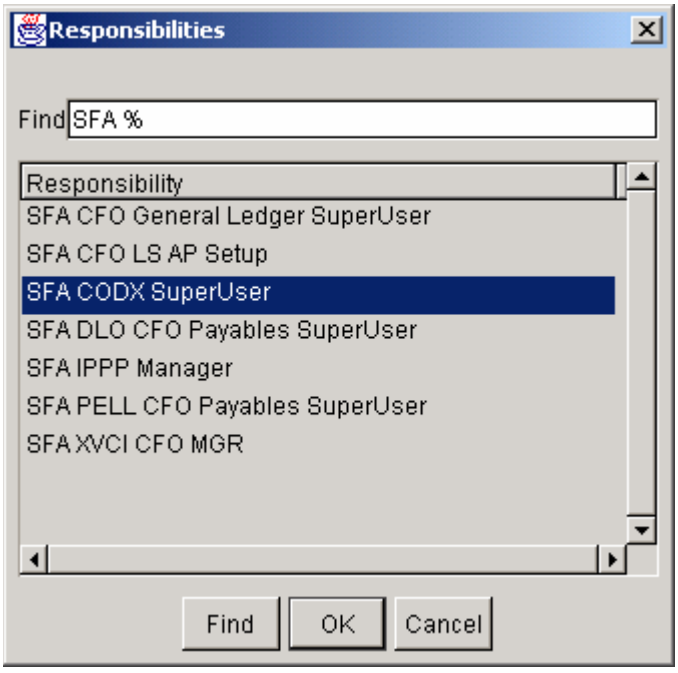
Activity Preface

The procedure steps below describe how to send FSA FMS responses to COD. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Send FSA FMS Responses to COD (documented in this procedure)
3. Process COD Responses to FSA FMS
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD
10. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. From the "Responsibilities" window, Select the **SFA CODX SuperUser** responsibility. The "Navigator" Window appears.

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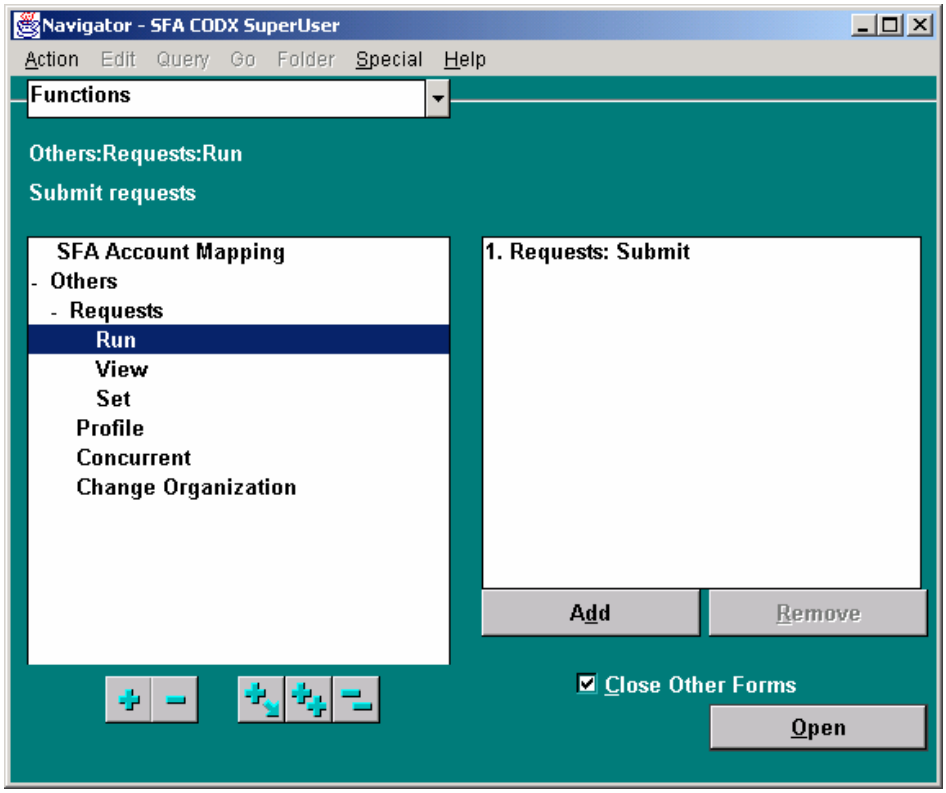
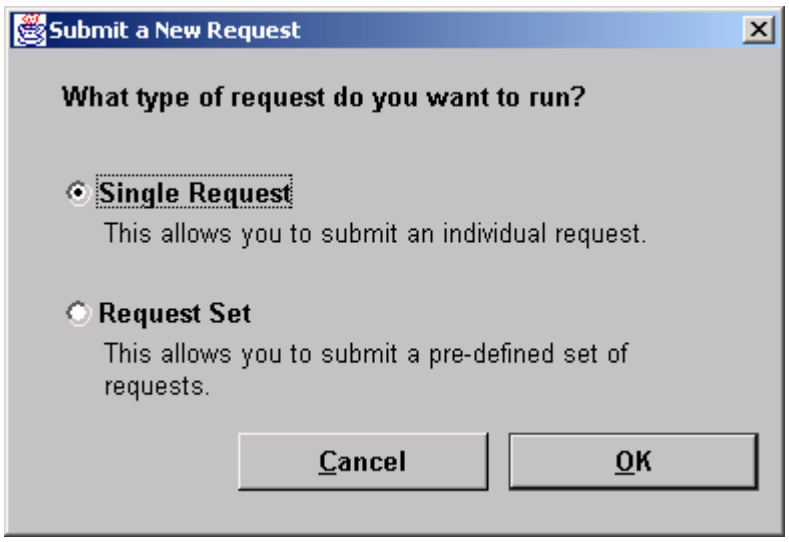


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.

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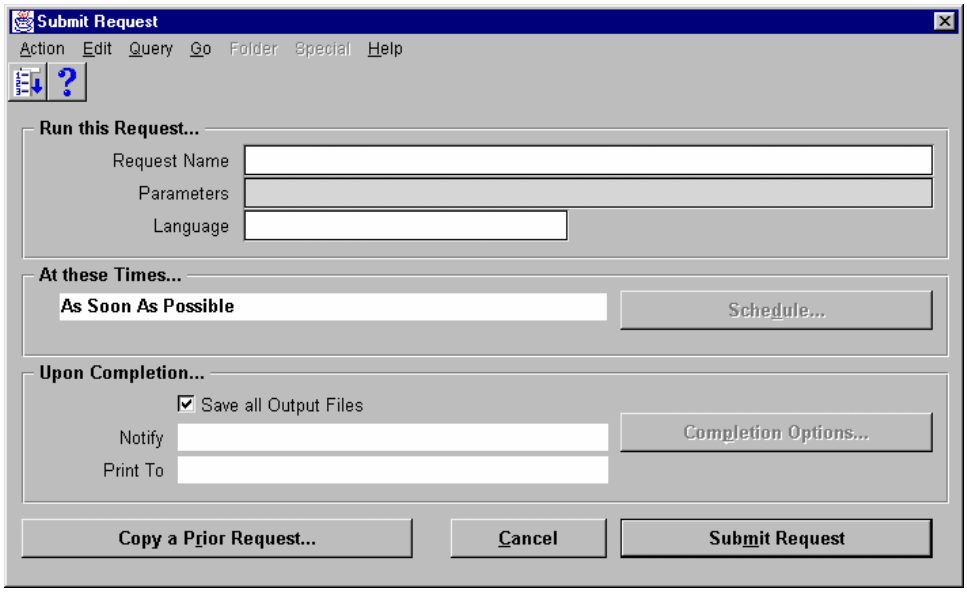
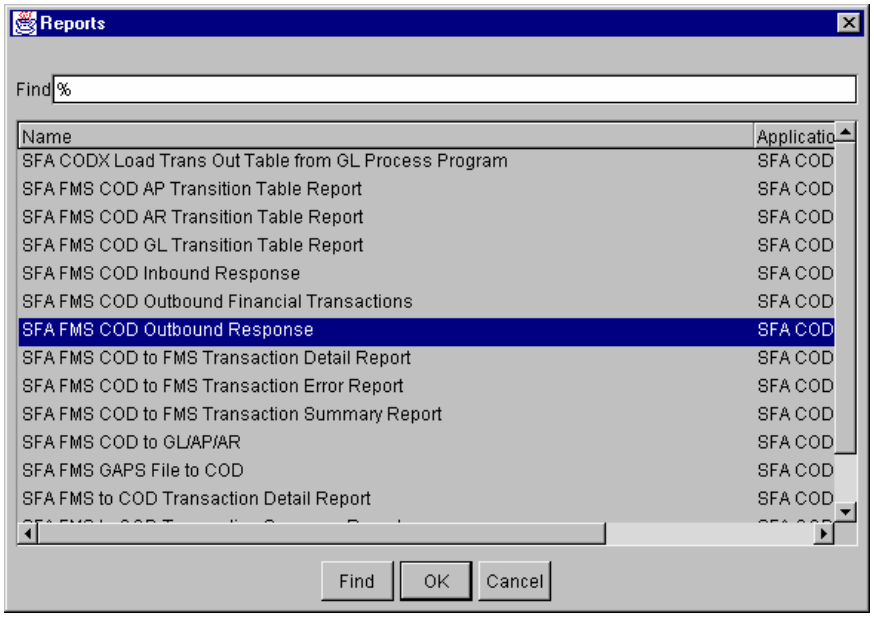


7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



8. Select "SFA FMS COD Outbound Response" request name and click the **OK** button**.** The "Submit Request" window appears.

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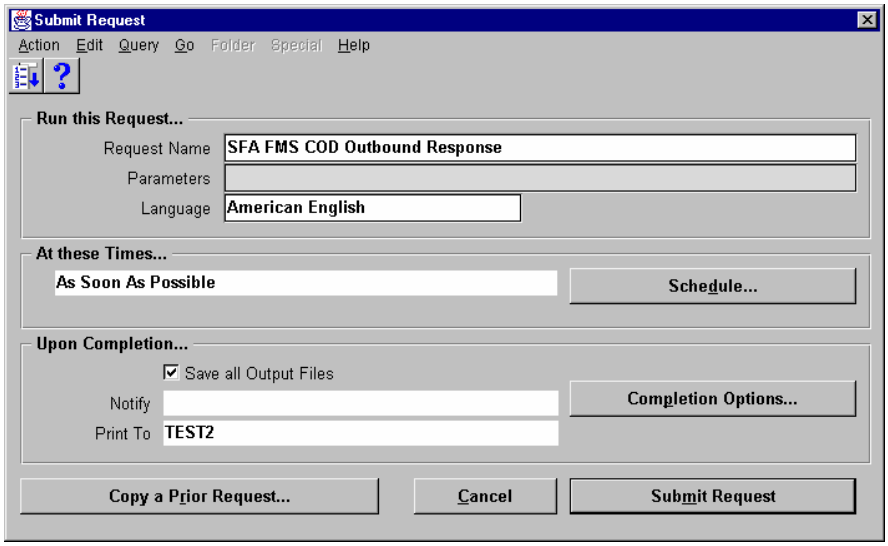
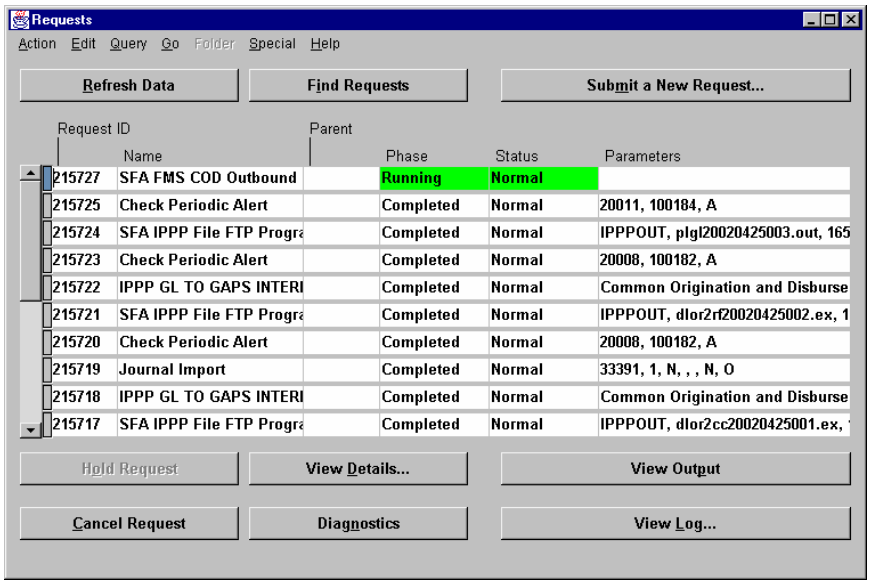


9. Click the **Submit Request** button. The "Requests" window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In

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order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There is one request that runs automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD Outbound Response**– describes the processes and what happened (successes and errors). Click on "View Log" to view any processing errors.

End of activity.

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Process COD Responses to FMS

Scope

This procedure processes the COD responses to FMS.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

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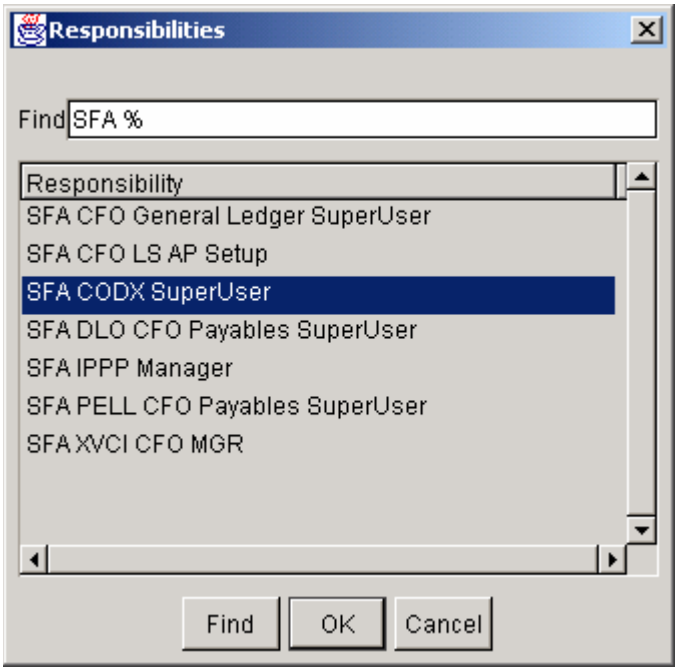
Activity Preface

The procedure steps below describe how to process COD responses to FSA FMS. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS (documented in this procedure)
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD
10. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. From the "Responsibilities" window, Select the **SFA CODX SuperUser** responsibility. The "Navigator" Window appears.

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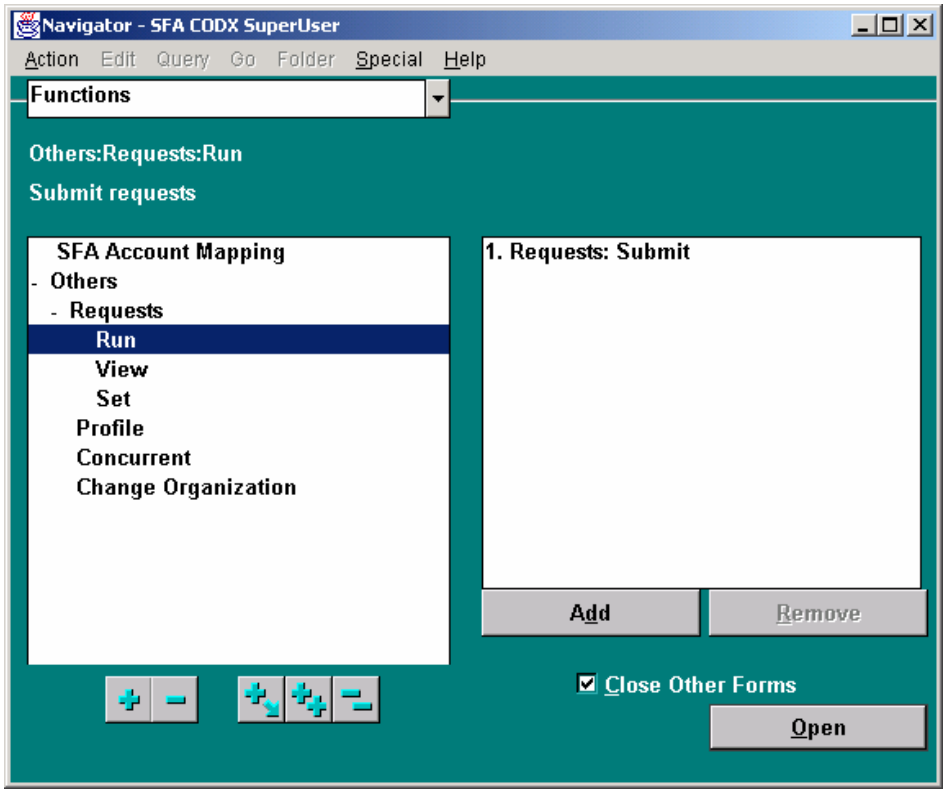
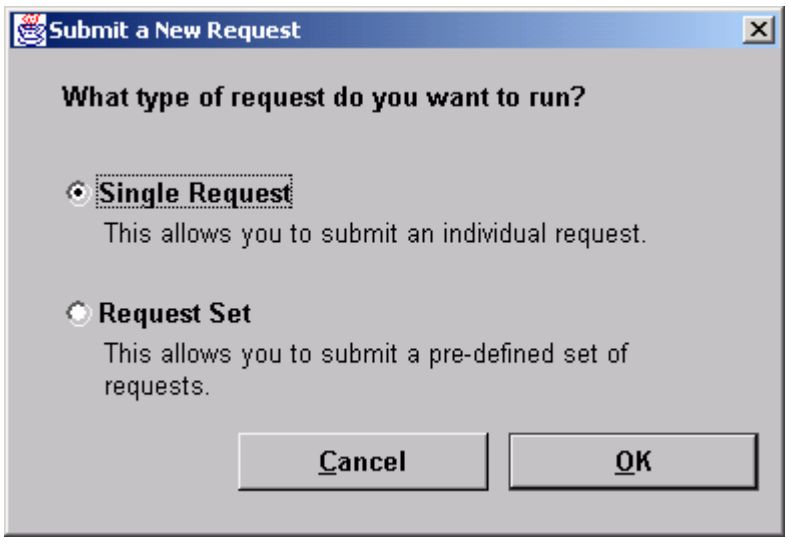


3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.



5. Click the Single Request radio button.

6. Click the **OK** button**.** The "Submit Request**"** window appears.

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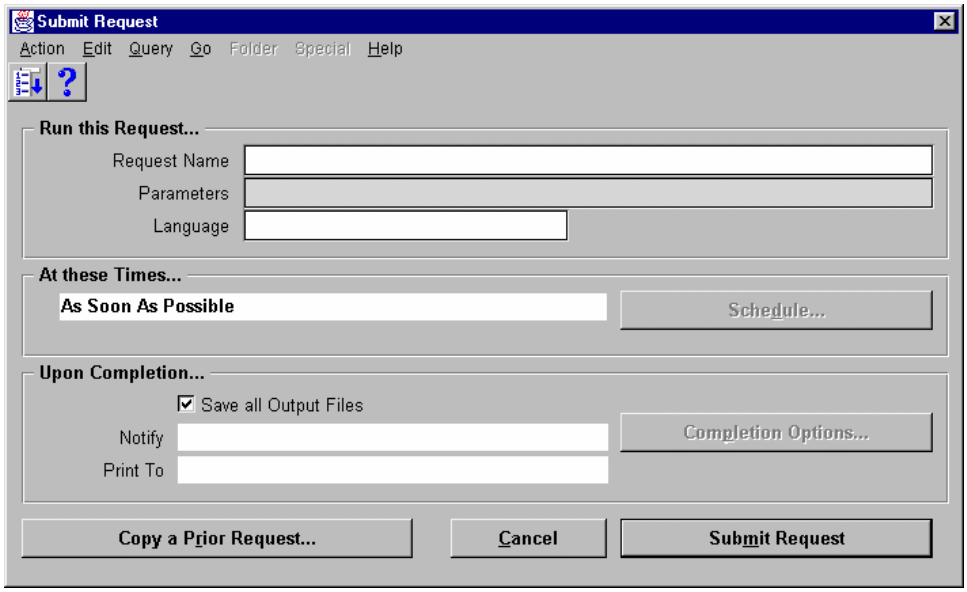

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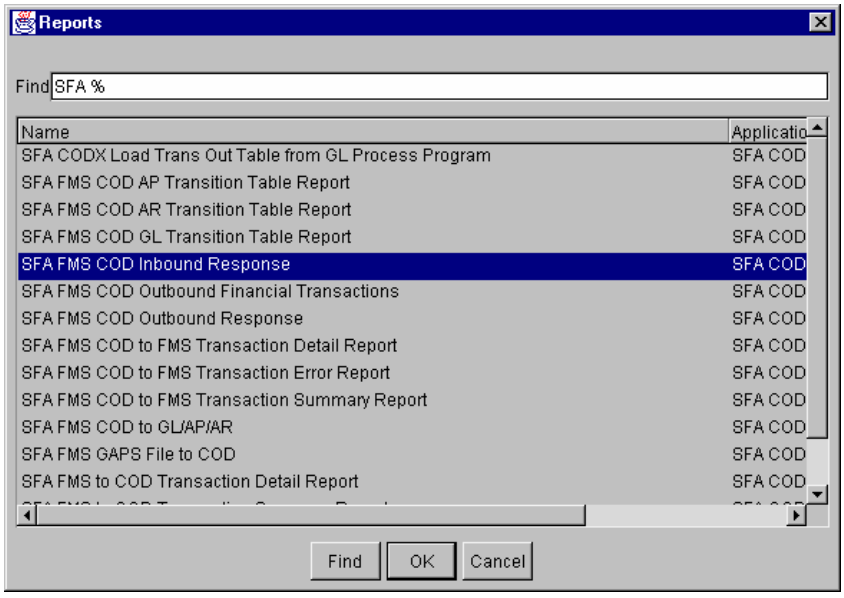

8. Select "SFA FMS COD Inbound Response" request name and click the **OK** button**.** The "Submit Request" window appears.

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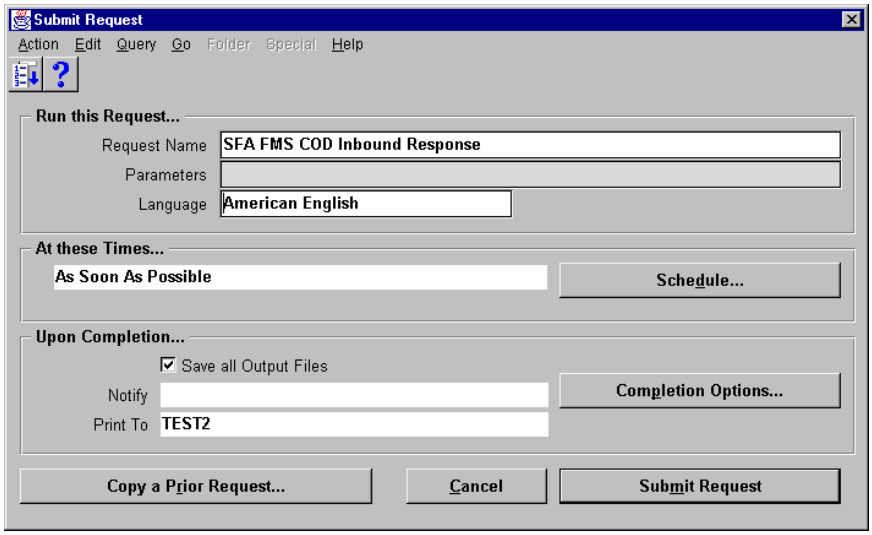

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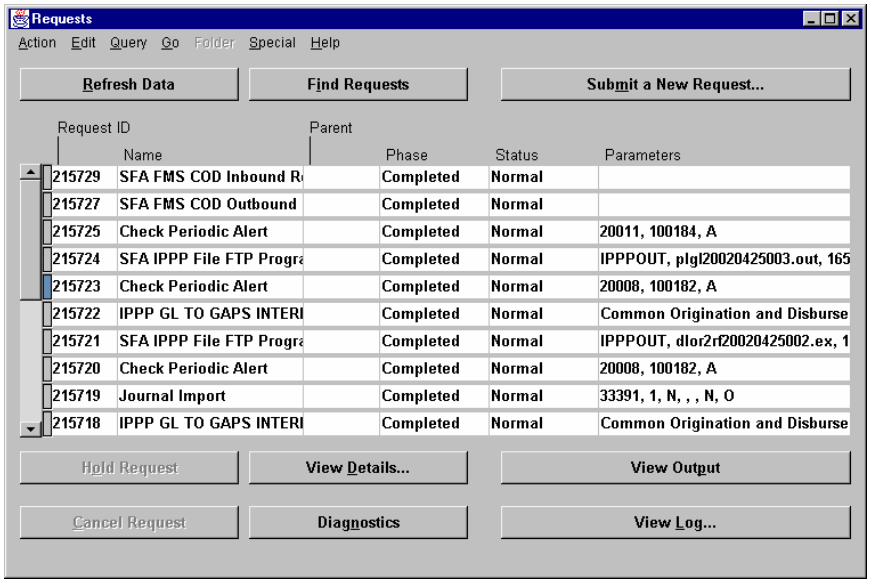

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